PIM TRAINING DOCUMENT

USER: VENDOR

Mandatory Attributes

Latest Version: August 2021

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PREFACE

The purpose of this document is to outline which fields you need to fill out when creating an article in the PIM Excel Template, and the type of data that should be entered into those fields. The instructions on how to fill out every field that you see in the excel template appear in this document in the same order as they appear in the template. Attributes in **RED** are mandatory, attributes in **ORANGE** are conditionally mandatory based on other mandatory attributes, and attributes in **NAVY** are optional or should be left blank – see the detailed instructions. If you are creating the articles directly in PIM, you can click on the Mandatory Vendor Attributes business condition on the Summary page of the article to open a tab with the required fields.

Mandatory Vendor Attributes

The following attributes are mandatory – you must fill out these attributes accurately for the Merchant to be able to cut a purchase order.

- Type
- PIM Hierarchy
- UPC/EAN
- Vendor Name
- Vendor Article Name
- Buyer Group
- Vendor Cost Price
- Cost Price Currency
- Vendor MSRP (CAD)
- Consumer Lifestage Code
- Country of Origin
- Item Is A Set
- Number of Items in Set*
- Article Length
- Article Width
- Article Height
- Consumer Package Length
- Consumer Package Width

- Consumer Package Height
- Article & Package Measurement Unit
- Article Weight
- Consumer Package Weight
- Article/Package Weight Unit
- Vendor Master Carton Quantity
- Master Carton Length
- Master Carton Width
- Master Carton Height
- Master Carton Measurement Unit
- Master Carton Weight
- Master Carton Weight Unit
- Has An Inner Carton?
- Vendor Inner Carton Quantity**
- Vendor Drop Ship
- Minimum Age***
- Maximum Age***

*Mandatory if Item Is A Set is TRUE

**Mandatory if Has An Inner Carton? Is TRUE

***Mandatory if Consumer Lifestage Code is BABY & KIDS or ADULT

Mandatory US Attributes

If your products are to be sold in our US store, you must also add the US attributes.

- Vendor Short Item Name US
- Kiosk Item Name US
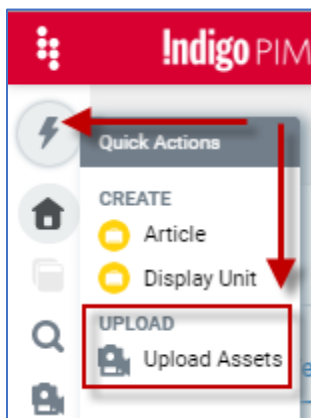- Kiosk Product Description US
- Vendor MSRP US

Mandatory Online Enrichment Attributes

If your product is eligible for Drop Ship, you must fill out the Mandatory Online Enrichment Attributes before the articles can be sent for merchant approval. If your products are not eligible for Drop Ship but will be sold on Indigo.ca, these attributes are not mandatory to send for merchant approval but must be added at least 2 weeks before the product arrives in our DC.

- Core Online Product Name
- Online French Item Name

- Online Product Description English – CA
- Online Product Description French – CA

Images

If your articles are eligible for Drop Ship, you must upload images before your articles can be sent for merchant approval. PIM can accept up to 9 images per item. Images are loaded from the PIM Home page using the Quick Actions drop down. Please see the Article Creation training document for more detail. If your products are not eligible for Drop Ship, images can be added after sending the articles for approval, but must be added at least 2 weeks before the product arrives in our DC.

For details on how to best how the item in images please refer the Indigo Style Guide:

Image files must be named with the proper naming convention [UPC number]_[Priority number].[file extension]

- i.e. **882709553902_1**.jpg, **882709553902_2**.jpg, **882709553902_3**.jpg
  - These articles will automatically associate with the article with the UPC **882709553902** and appear on the item page in the order that they are numbered.
  - NOTE: If you do not use this format the images will not attach to your articles and will be orphaned in PIM.

Image Criteria:

- Minimum Size: 800x800px
- Minimum Resolution 72 dpi
- Image Ratio between 1:1 to 1:1.6863
- Maximum 9 images per article
- File Extension: .png, .jpg, jpeg, or .gif

DATA ENTRY INSTRUCTIONS

SYSTEM ATTRIBUTES

Action
Leave blank

Type
Select "article" from the drop-down

ID
Leave blank

Name
Leave blank

PIM Hierarchy
Select the correct PIM Hierarchy for the product. NOTE: The PIM Hierarchy values available in the dropdown will be determined by the ones you select when you download the template from PIM.

PRODUCT

UPC/EAN
12 or 13-digit UPC. Please ensure the column is formatted as Text. If you paste your UPCs from a different spreadsheet and the field is formatted incorrectly, it can cause errors when you upload. Please include leading zero if they are part of the valid 12 digit UPC.

Vendor Name
Select your vendor name from dropdown. If your Vendor Name does not appear in the drop down list, please email PIM@indigo.ca.

Original UPC/EAN
Leave blank – this is an internal field which will automatically be populated by the original UPC when you create the article.

Vendor Article Name
The name of the article - maximum 40 characters. This is used internally and is not the name that will appear online. Please include colour & size variations in the names when applicable.

Buyer Group
Select the correct buyer group from the dropdown. If you are unsure of the buyer group, please contact your Indigo buyer - they will tell you which buyer group to use.

Market
Leave blank – this is a read-only field for vendors, and the merchant will input this.

Vendor Cost Price

Enter the numerical value of the planned purchase price for the item excluding the landing cost. DO NOT enter currency symbol ($, £, €). Price values must be entered with 2 decimal places.

Cost Price Currency

Select the currency of the cost price from the dropdown.

Vendor MSRP (CAD)

Enter suggested retail price in Canadian Dollars to two decimal places

Consumer Lifestage Code

Select from the dropdown the appropriate Consumer Lifestage Code:
BABY & KIDS, ADULT or **Other (Age Optional)**
NOTE: For items with a BABY & KIDS or ADULT Consumer Lifestage Code, Minimum Age and Maximum Age attributes under 5C-Product Characteristics are mandatory.

Brand

Select your brand - if it's not in the dropdown, select #####, and notify your merchant - they will submit a request to the Master Data team to have the Brand name added to the system. Your Merchant will update the Brand name in PIM once it has been added.

Sub Brand

Select if applicable.

Manufacturer's Part Number

A unique identification number for the item, separate from UPC or EAN. This identification number will be included on purchase orders when provided - Enter your manufacturing number for the article if you require it for Purchase Orders

Country of Origin

Select country of origin from the dropdown - this is where the item is manufactured

Handling Indicator

Field used in SAP integration to communicate special handling instructions for the item to the logistics team. Select special handling indicator from the list of values if applicable.

HS Code Canada

Harmonized System code value for the item required for importing into Canada. Select the desired Canadian HS Code from the list of values.

Item is a Set

Indicates that this article is a set of items intended to be sold together as a single article (for example, a set of 4 bowls). This field is intended to inform the online customer and the Indigo logistics team picking the product at our DCs - select TRUE or FALSE

Number of Items in Set

If Item is a Set it TRUE, enter the number of items in the set. If FALSE leave blank (NOTE: previously there was a bug in this field that required loading a "0" – this has been fixed!).

US

Vendor Short Item Name US

The name of the article - max 40 characters

Kiosk Item Name US

The name of the article to appear on the Kiosk in the US stores (equivalent to Core Online Item Name) - use American spelling

Kiosk Product Description US

Product description to appear on the Kiosk in the US stores (equivalent to Online Product Description - English) - use American spelling

Vendor MSRP US

The MSRP in USD.

HS Code US

Harmonized Systems code value for the item required for importing into the USA. Select the desired US HS Code from the list of values.

ITEM AND CARTON

Article & Consumer Package Measurements

Article Length

Enter the numerical value of the length of the item in inches or centimeters with 2 decimal places.

Article Width

Enter the numerical value of the width of the item in inches or centimeters with 2 decimal places.

Article Height

Enter the numerical value of the height of the item in inches or centimeters with 2 decimal places.

Consumer Package Length

Length of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.

Consumer Package Width

Width of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.

Consumer Package Height

Height of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.

Article & Package Measurement Unit

Select from the list of values the appropriate Item and consumer package measurement unit - inches or centimeters

Article Weight
Enter the numerical value of the weight of the item with 2 decimal places.

Consumer Package Weight
Enter the numerical value of the consumer package with 2 decimal places.

Article/Package Weight Unit
Select from the list of values the appropriate Item Weight unit - grams, kilograms, pounds or ounces

Inner & Master Carton Measurements

Vendor Master Carton Qty
The Master Carton Quantity indicates the number of units of the sellable article that are packaged in the Master Carton for distribution.

Master Carton Length
Enter the length of the master carton in inches or centimeters with 2 decimal places.

Master Carton Width
Enter the width of the master carton in inches or centimeters with 2 decimal places.

Master Carton Height
Enter the height of the master carton in inches or centimeters with 2 decimal places.

Master Carton Measurement Unit
Select from the list of values the appropriate master carton measurement unit - inches or centimeters

Master Carton Weight
Enter the numerical value of the weight of the master carton with 2 decimal places

Master Carton Weight Unit
Select from the list of values the appropriate Item Weight unit - grams, kilograms, pounds or ounces

Has An Inner Carton?
Indicates if the Master Carton also contain smaller Inner Cartons of the item - Select TRUE if the Master Carton contains Inner Cartons of the item. Select FALSE otherwise.

When True is selected the Inner Carton Quantity must also be completed

Vendor Inner Carton Qty
The Inner Carton Quantity indicates the number of units of the sellable article packed in the Inner Carton. The Inner Carton Quantity is only relevant if the Master Carton is subdivided into inner cartons containing 2 or more units of the sellable article. - If the field "Has Inner Carton" is selected as TRUE then an Inner Carton Quantity must be provided for values greater than or equal to 2 units. Enter the quantity of individual sellable units of the item contained in each Inner Carton. The Inner Carton Quantity should be divisible into the Master Carton Quantity.

If FALSE then leave the field blank.

ONLINE

Online Taxonomy

Leave blank – this is a read-only field for vendors, and the onboarder will input this.

Vendor Drop Ship

Select DC only, Drop Ship only or Drop Ship and DC. If your products are eligible for Drop Ship, you will also need to provide Online Enrichment and Images before sending them for merchant approval.

Core Online Product Name

The English language name of the item to be displayed in on the online channel, store kiosk and item page in Canada

Online French Item Name

The French language name of the item to be displayed in online channel, kiosk and item page in Canada

Online Product Description English – CA

English Online and Kiosk product description in Canada

Online Product Description French – CA

French Online and Kiosk product description in Canada

Indigo Online Retail Price (CAD)

Leave blank – this is a read-only field for vendors.

PRODUCT CHARACTERISTICS

Most attributes in this section are based on selected PIM Hierarchy. They are generally used if the product is a variant - i.e. comes in different colours/sizes/scents/flavours/styles. If these fields do not apply to your products, leave them blank. If they do apply to your product, enter/select appropriate value. Please see the *Article Creation* document for instructions on how to see which fields in this section should be filled for excel templates with multiple PIM Hierarchies. For a more detailed explanation of these fields, please see the *Data Entry Guide* and *Data Dictionary*.

Minimum Age & Maximum Age

Mandatory if Consumer Lifestage Code is BABY & KIDS or ADULT.

Enter the recommended Minimum and Maximum ages for your product.

Created On

Leave blank – this is an internal field that indicates when the item was first created in PIM. For new articles, it must be left blank or will cause an upload error.

If you have any questions regarding Indigo PIM, please email PIM@indigo.ca.