

PIM TRAINING DOCUMENT

USERS: VENDOR

Article Creation - Excel Template




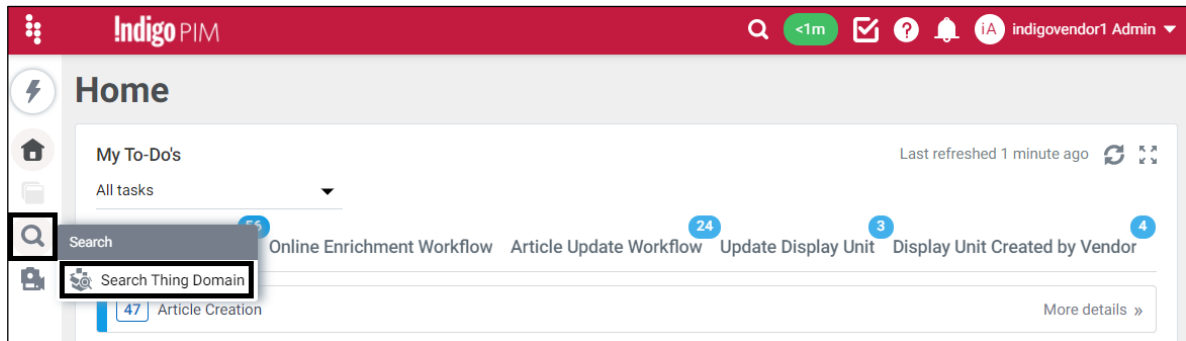
TABLE OF CONTENTS




STEP 1: DOWNLOAD A PIM TEMPLATE	3
STEP 2: FILL IN MANDATORY VENDOR ATTRIBUTES	8
Mandatory Vendor Attributes	8
Mandatory US Attributes	8
Mandatory Online Enrichment Attributes	8
STEP 3: UPLOAD FILE TO PIM.....	9
STEP 4: SEND FOR MERCHANT APPROVAL	11
APPENDIX I: ACCURATE DATA ENTRY	13
APPENDIX II: UPLOAD IMAGES	17
APPENDIX III: TROUBLESHOOT MANDATORY VENDOR ATTRIBUTES	18

STEP 1: DOWNLOAD A PIM TEMPLATE

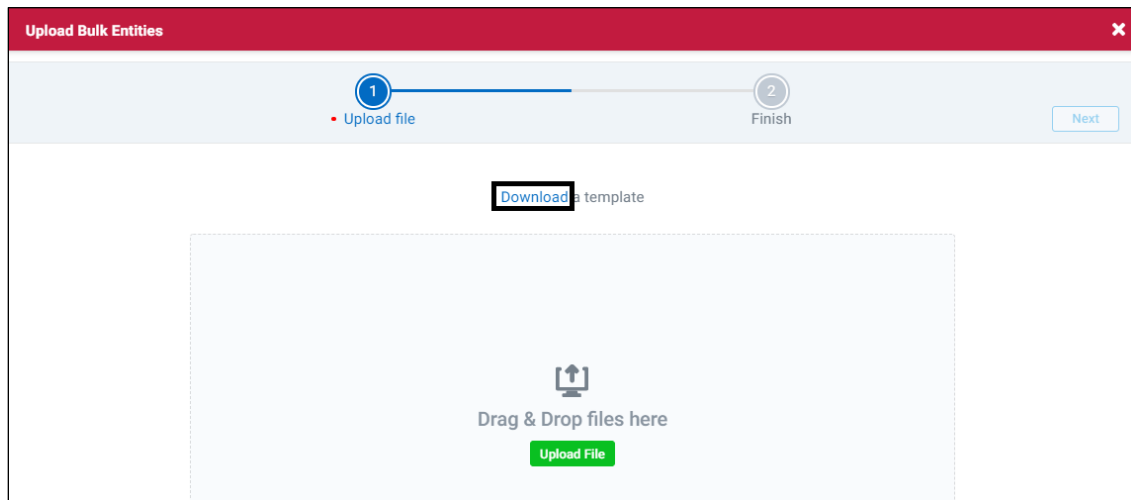
1. Click  Search > Search Thing Domain:



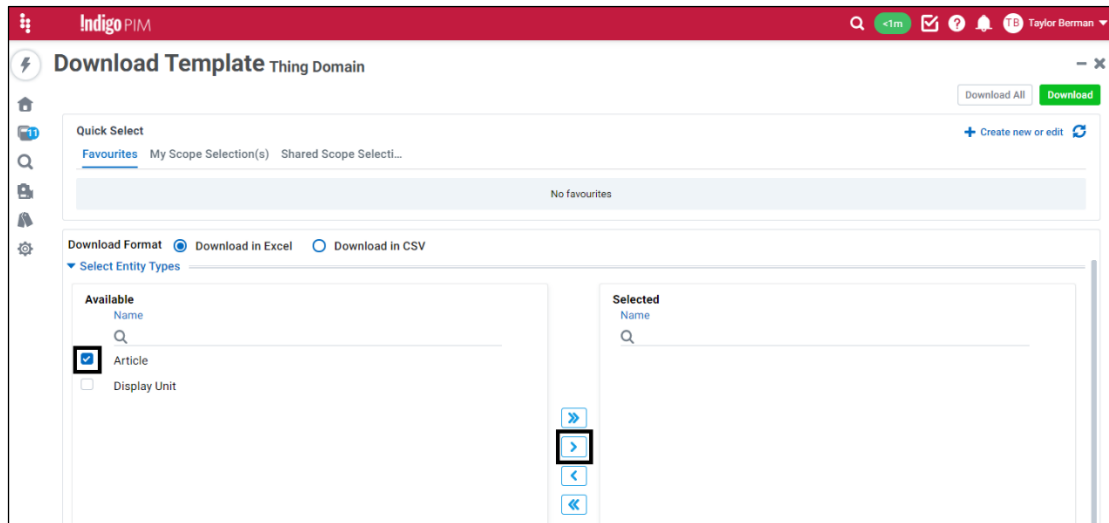
2. Select the upload arrow  from the Search Screen to Download a template:



3. Click [Download](#) a template:

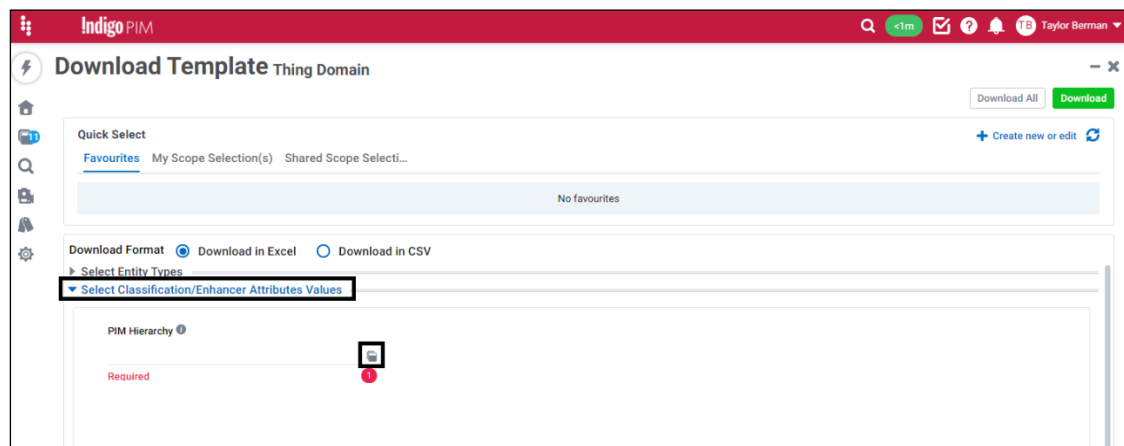


4. Select **Article** from the Available Entity Types and click the single arrow to move it into the Selected screen:

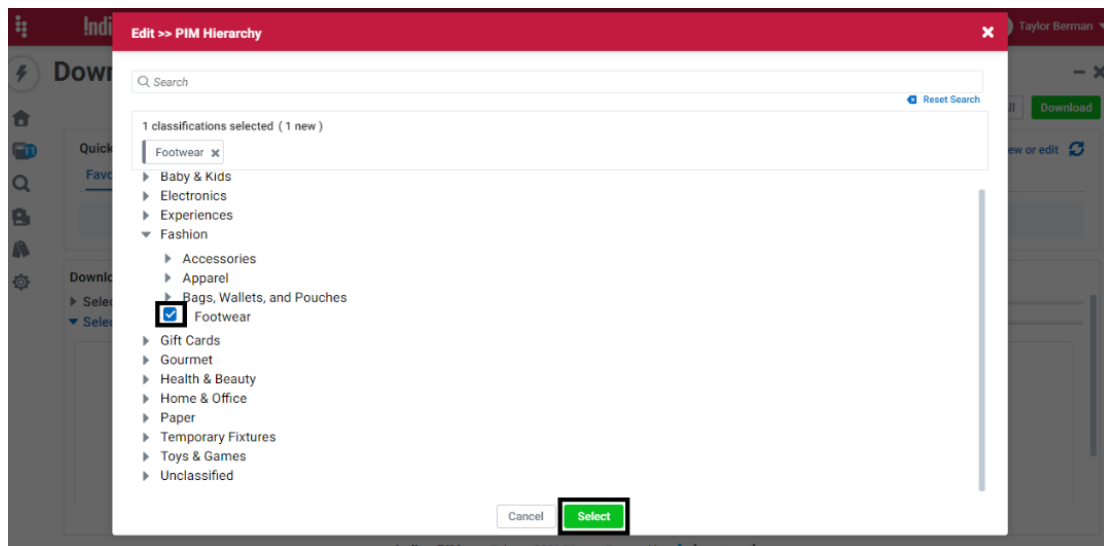


Note: Do not select Display Unit when you are creating articles. If you do have a Display Unit to create, you can download a separate template, but we recommend creating Display Units directly in PIM.

5. Scroll down and open the Select Classification/Enhancer Attributes Values and open the PIM Hierarchy selection screen:

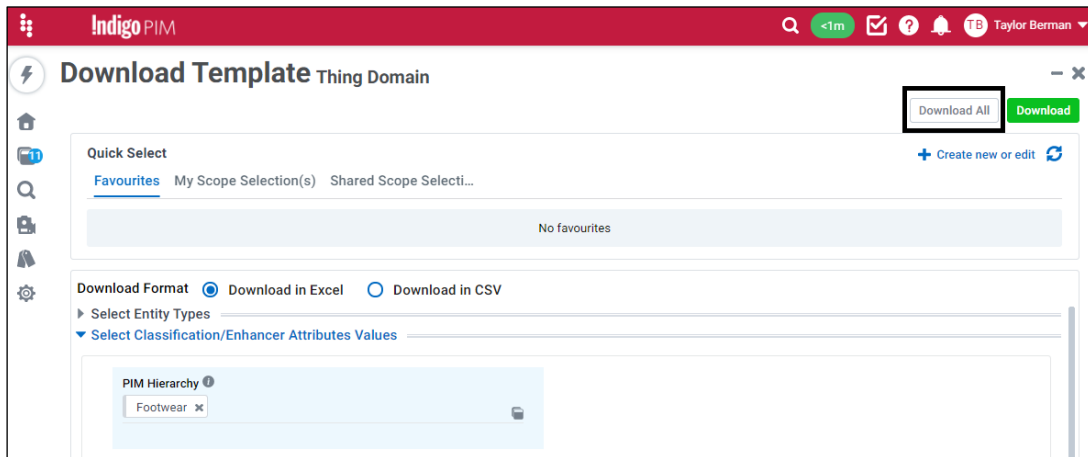


6. Find the PIM Hierarchy that your products fall under – type a keyword in the search or click through the nodes – select the Hierarchy, and then click select:

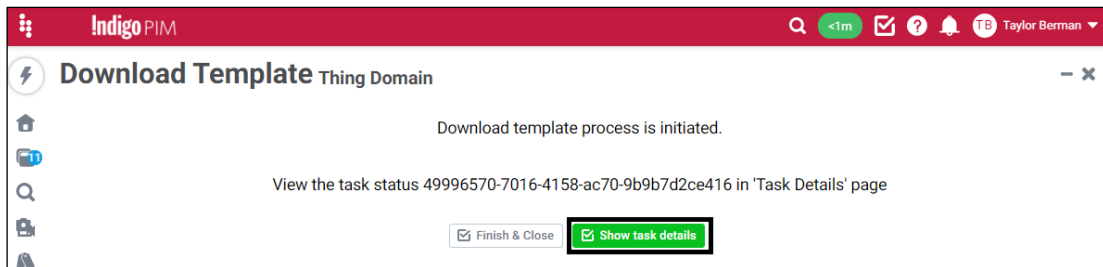



Note: You can select multiple PIM Hierarchies if you need to create articles that fall under different hierarchies. If you are unsure of which PIM Hierarchy you should choose, please email PIM@indigo.ca with a list of the type of products you carry, and someone will advise you.

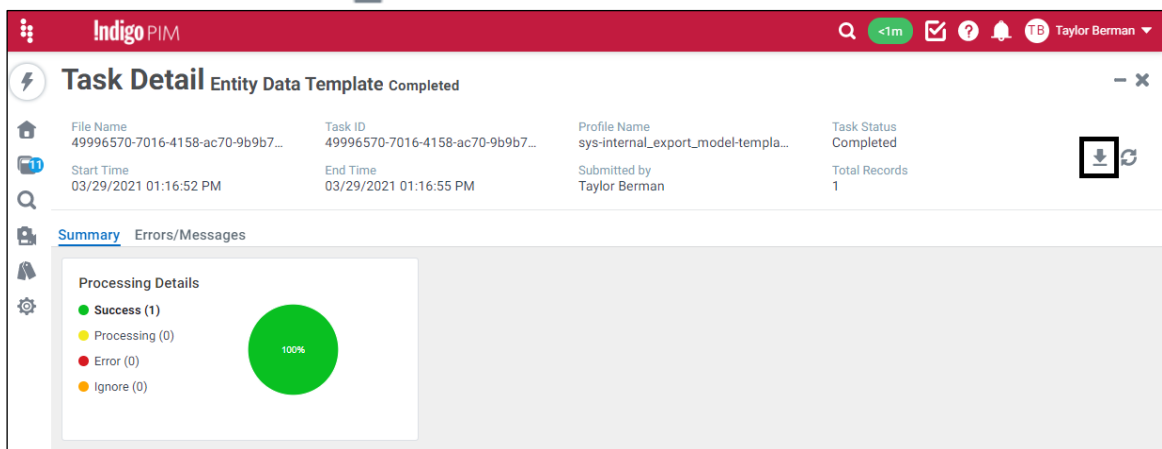
7. Click Download All:





8. Click Show task details:

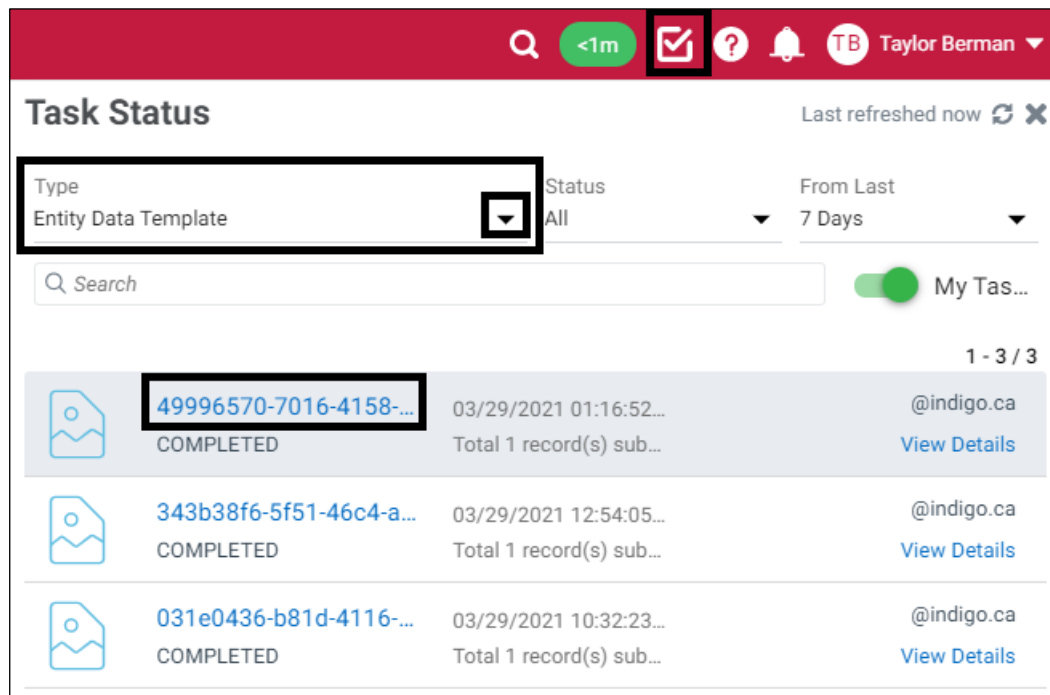


9. Click the download arrow  to Download:

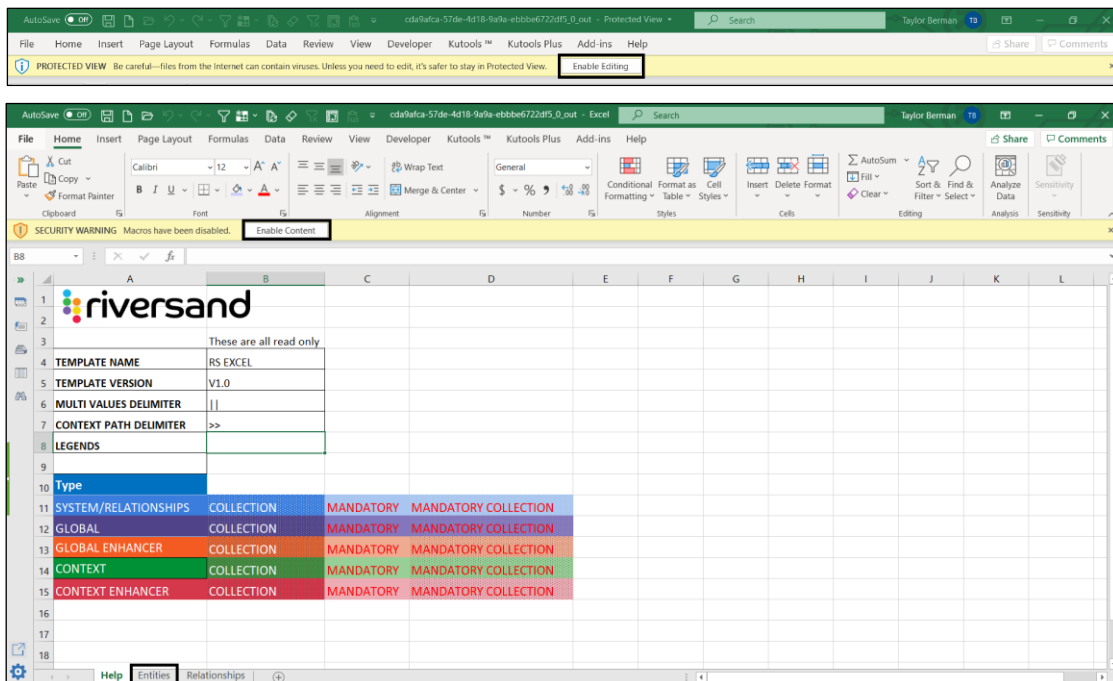


Note: The download may not be completed right away. If it still says Processing, click on Refresh  -- You may need to click refresh more than once. Once the Task Status says Completed, you can then download the file.

Note: If you clicked Finish & Close instead of Show task details, you can download the file from Task Status. Click on the Task Status icon  from the Top Bar menu, select “Entity Data Template” from the Type dropdown, and click the file name to download the file:



10. Open the file in Excel – click Enable Editing and Enable Content and go to the Entities tab:



STEP 2: FILL IN MANDATORY VENDOR ATTRIBUTES

Mandatory Vendor Attributes

The following attributes are mandatory – you must fill out these attributes accurately for PIM to accept the upload and for the Merchant to be able to cut a purchase order. See [Appendix I](#) for a detailed, column-by-column explanation of accurate data entry.

- 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

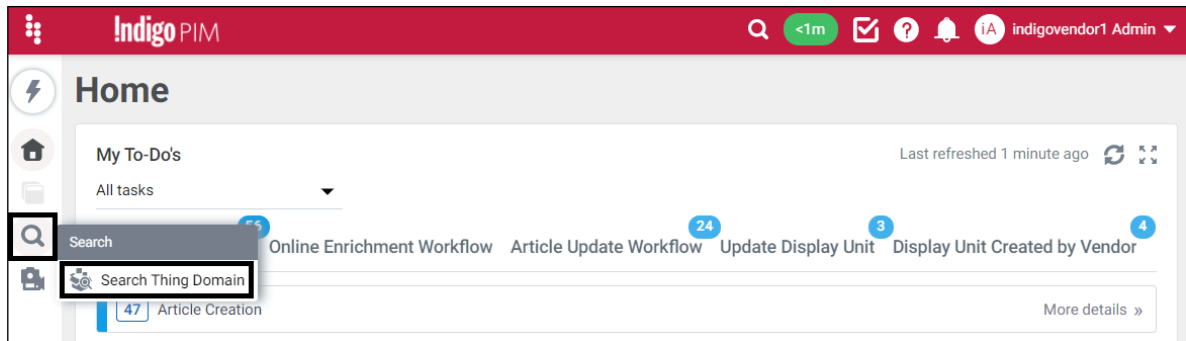
For your product to be sold on Indigo.ca, you must fill out the Mandatory Online Enrichment Attributes.

- Core Online Product Name
- Online Product Description English – CA
- Online French Item Name
- Online Product Description French – CA

For **Drop Ship** products, these attributes (and images) are **mandatory** to send the articles for merchant approval. For DC only, online enrichment can be added at a later time, but must be added at least two weeks before the products land in our Online DC.

STEP 3: UPLOAD FILE TO PIM

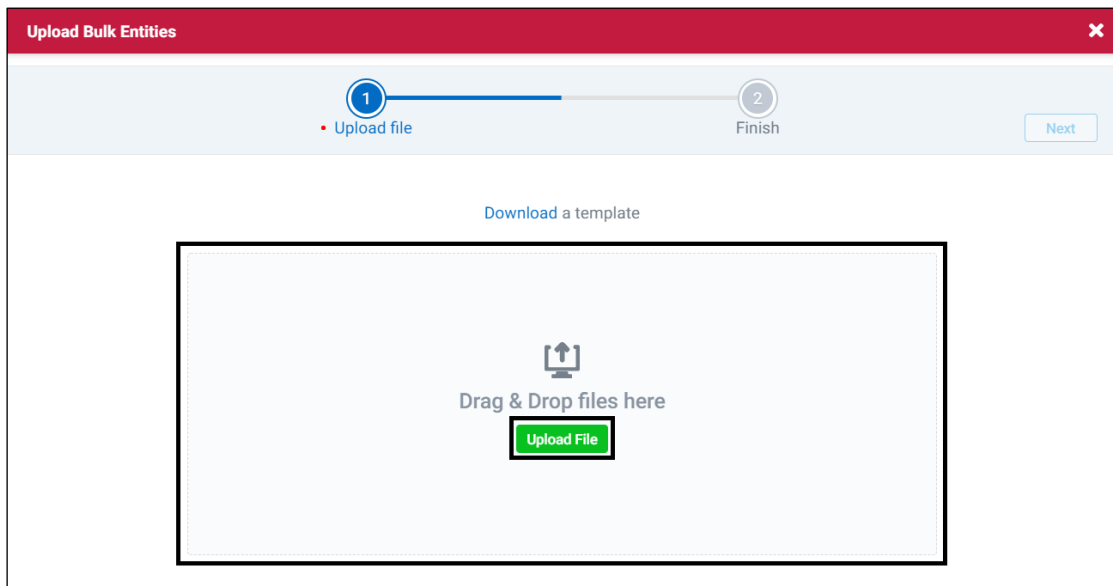
1. Click  Search > Search Thing Domain:



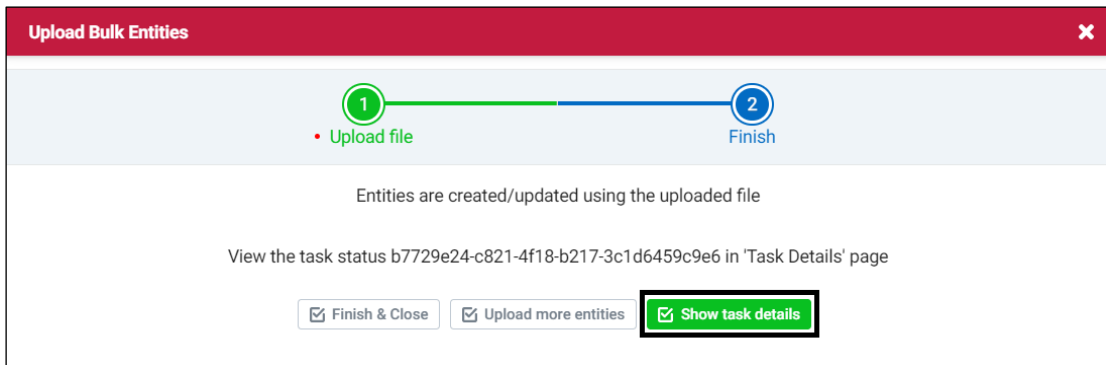
2. Select the upload arrow  from the Search Screen:




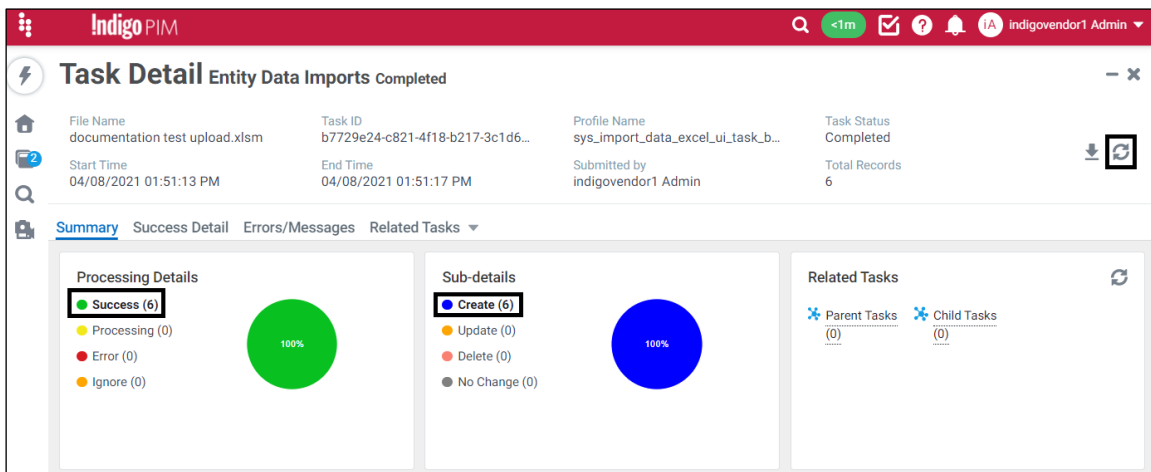
3. Click Upload File to browse and select the file to upload, or drag and drop the file from your computer:




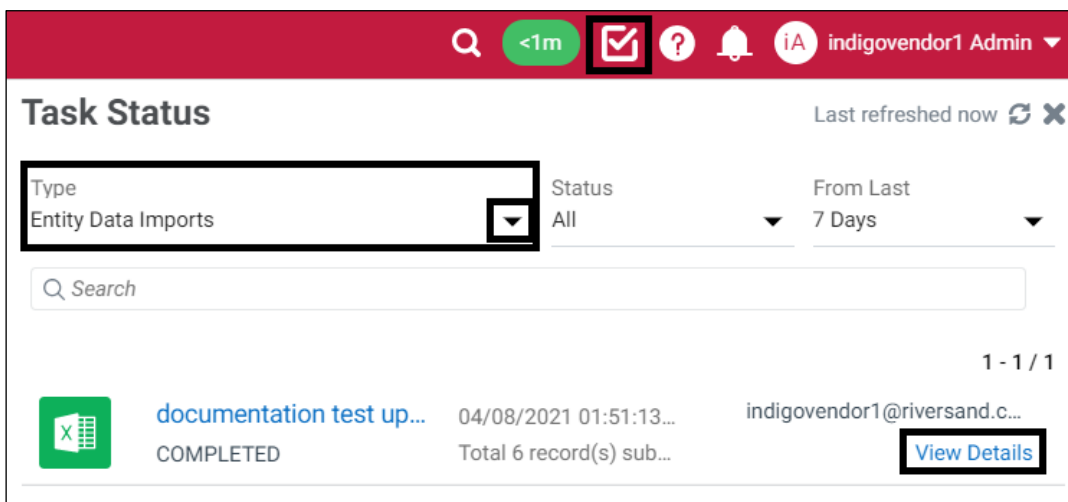
4. Click Show Task Details:




5. Click Refresh  if it is still Processing – you may need to refresh multiple times. Once the Upload is complete, the Processing Details should say Success and the Sub-details should say Create:

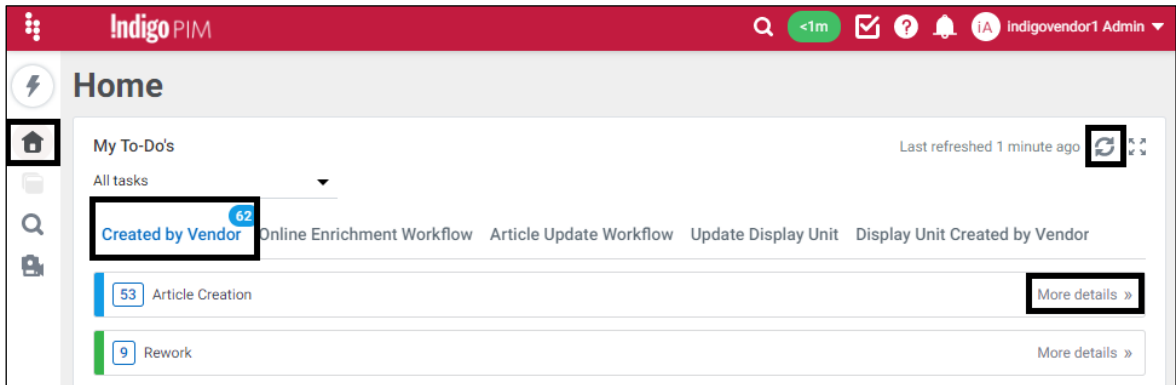


Note: If you clicked Finish & Close instead of Show task details, you can still look at the Detail through Task Status. Click on the Task Status icon  from the Top Bar menu, select "Entity Data Imports" from the Type dropdown, and click View Details to view the Task Detail page:

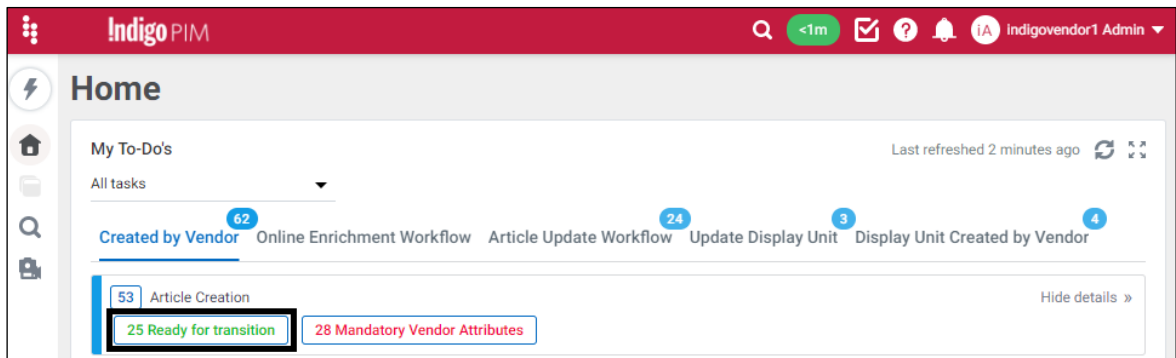


STEP 4: SEND FOR MERCHANT APPROVAL

1. On the **Home** page, click Refresh  on the My To-Do's task window. The number of articles you created should appear in the Created by Vendor Workflow. Click **More details** in the Article Creation workflow step:

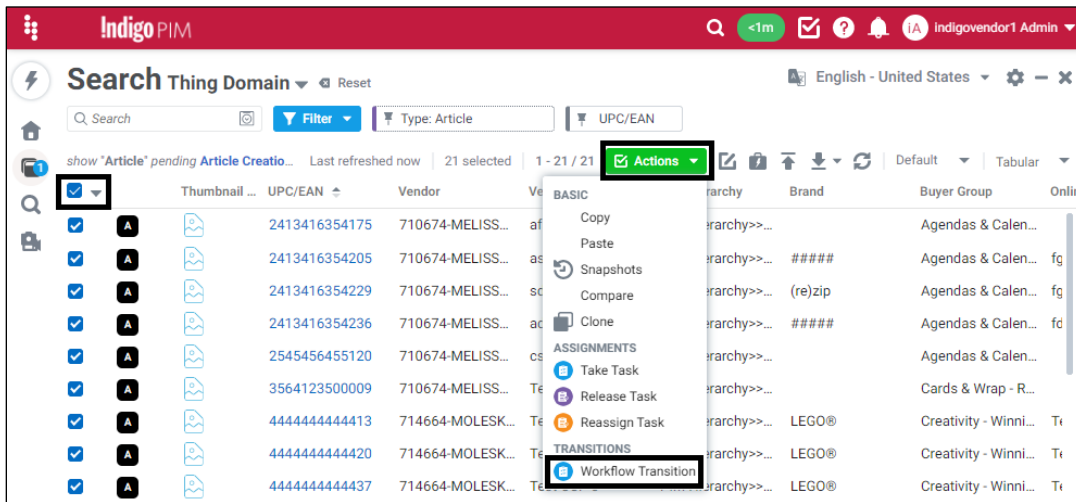


2. Click on **Ready for transition**:

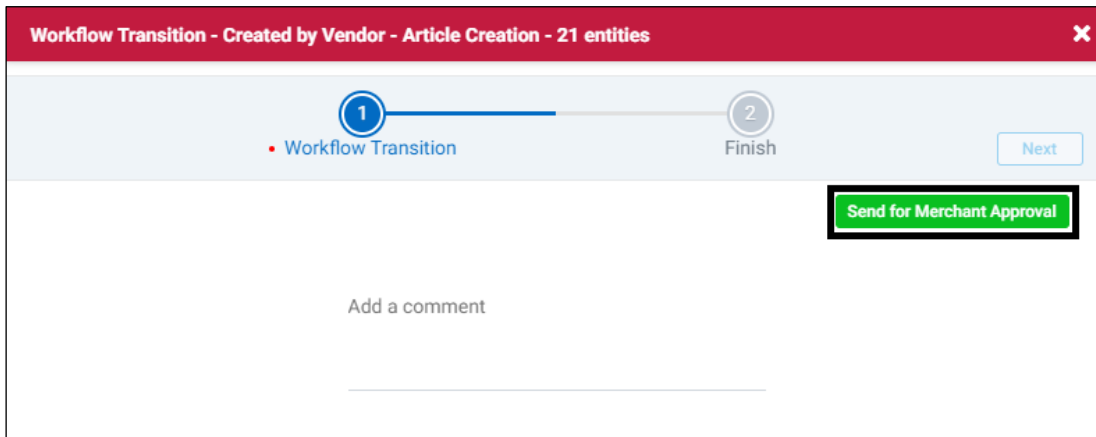


Note: If there are articles under Mandatory Vendor Attributes, it means that one or more of the Mandatory Vendor Attributes are missing or the data is formatted incorrectly. See Appendix III – Troubleshooting Mandatory Vendor Attributes for more details on how to find and correct these errors. Once corrected, the Articles will show up under Ready for transition and you can continue with the next steps.

3. **Select** the Articles and click **Actions > Workflow Transition**:

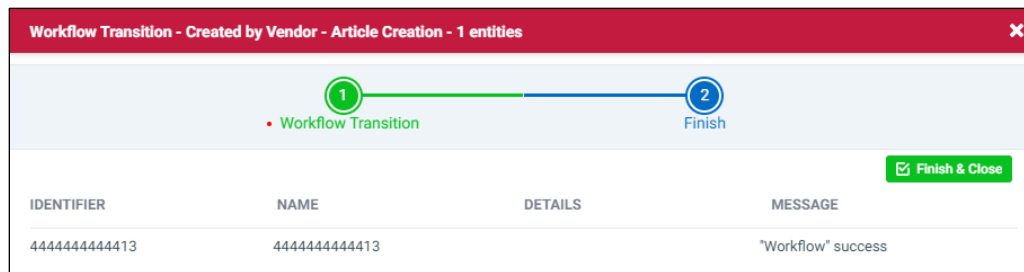


4. Click **Send for Merchant Approval**:



Note: You can Add a comment if you would like to, but it is not necessary.

Note: If you transition less than 15 articles, the messages should say **"Workflow" success** – if you are transitioning more than 15 articles, it will ask you if you want to Finish & Close or Show Task Details. You can Finish & Close – if you followed the steps above, the articles should all transition successfully.



APPENDIX I: ACCURATE DATA ENTRY

Legend:	Mandatory	Mandatory - Conditional	Optional	Mandatory for US	Mandatory for Drop Ship
Column Name		Data Entry Instructions			
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.			
UPC/EAN		Valid UPC-A (12-digit GTIN) or EAN-13 (13-digit GTIN) number for the barcode of the product. Please ensure the column is formatted as Text and do not include any spaces or dashes between the numbers. 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. If you do not have GTINs, you can get them from: https://gs1.ca.org/gtins/			
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 .			
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 <i>5C-Product Characteristics</i> 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 PIM 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!).
Vendor Short Item Name US	The name of the article - max 30 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	Enter suggested retail price in USD to two decimal places

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.
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
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 Vendor Inner Carton Qty 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 Taxonomy	Leave blank – this is a read-only field for vendors, and the onboarder will input this.
Drop Ship	Leave blank – this is a read-only field for vendors and will be copied over from the Vendor Drop Ship field.
Vendor Drop Ship	Select to indicate whether your products are Drop Ship only, DC only, or Drop Ship and DC.
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.
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.

APPENDIX II: UPLOAD IMAGES

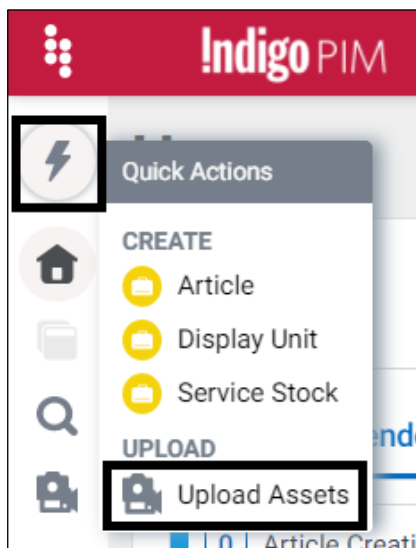
If your article will be sold online, you must provide images at least two weeks before the product arrives in our DC. PIM can accept up to 9 images per item.

Please be sure that all of your image files meet the following Image Criteria before uploading:

- File Naming Convention: UPC_#.jpg
- Images **must** be named this way in order to automatically associate with the UPC – the number indicates the order that the images will appear on the item page on the website.
Example:
 - **882709347845_1.jpg** (primary image – will appear in search results and as the main image on the item page)
 - **882709347845_2.jpg**
 - **882709347845_3.jpg**
 - Etc.
- 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, or .gif

To upload images:

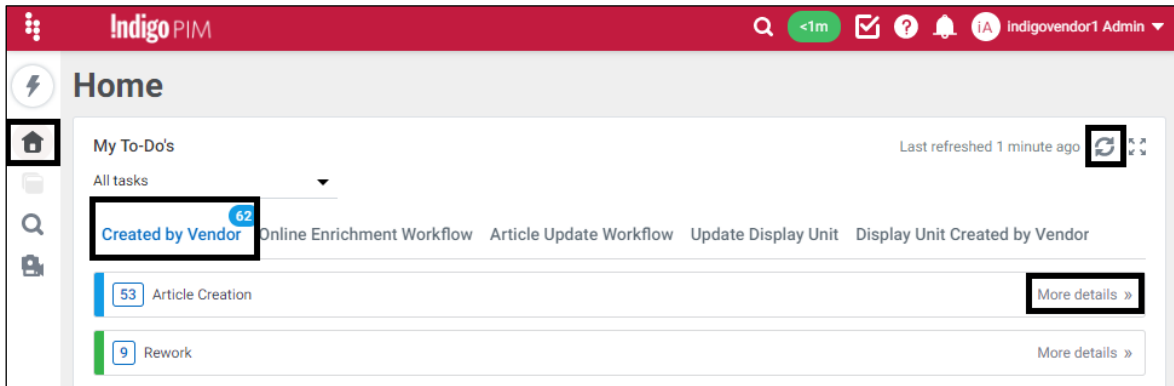
Click on the Lightning Bolt (Quick Actions menu), and click Upload Assets:



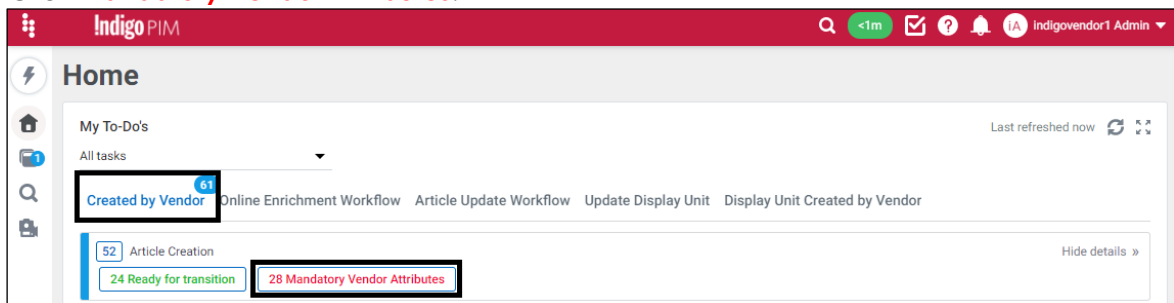
APPENDIX III: TROUBLESHOOT MANDATORY VENDOR ATTRIBUTES

If your newly created articles are showing under Mandatory Vendor Attributes, or if they are failing the workflow transition, you will need to fix them before you can send them for merchant approval.

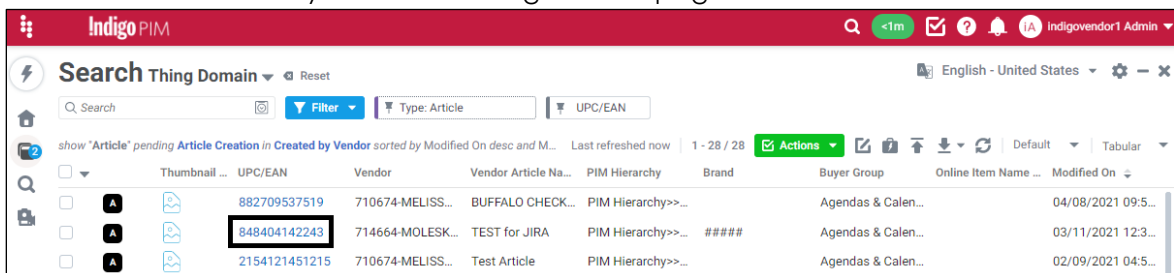
1. Click **More details** in the Article Creation workflow step in the Created by Vendor workflow:



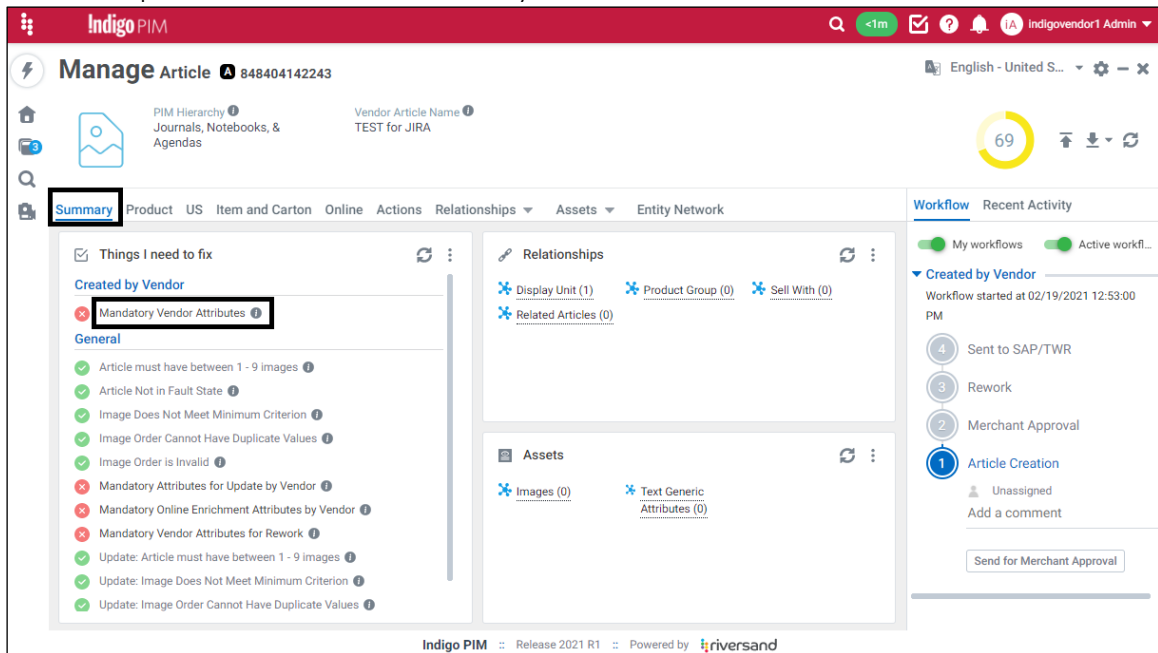
2. Click **Mandatory Vendor Attributes**:



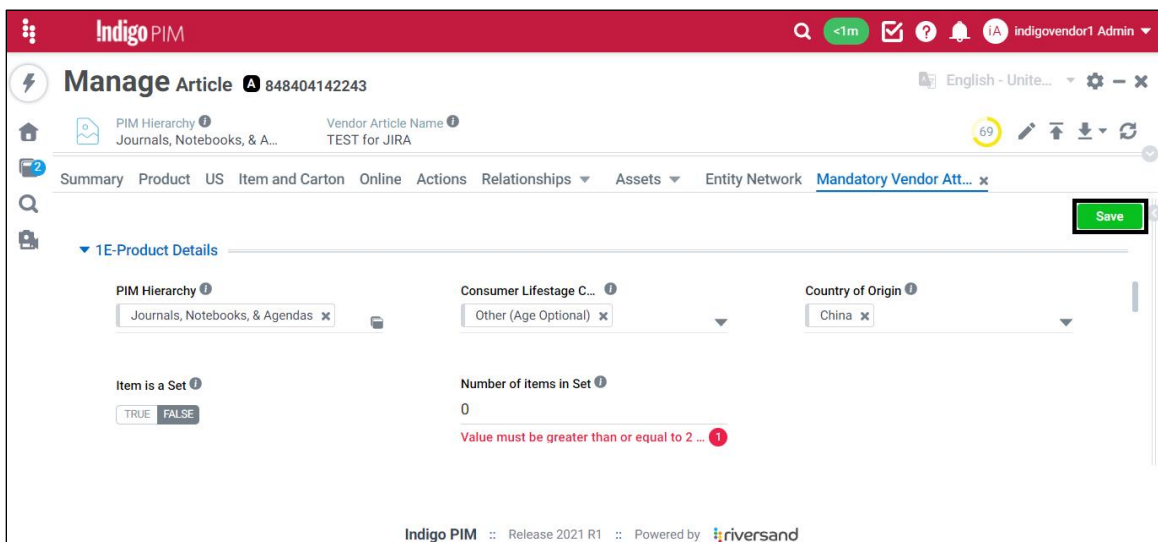
3. Click on a UPC to take you to the Manage Article page:



4. On the Summary tab, click on **Mandatory Vendor Attributes** from the **Things I need to fix** list – this will open a tab with the Mandatory Vendor Attributes:




5. You will see error messages for the attributes that are missing or invalid. Correct them and then click save:

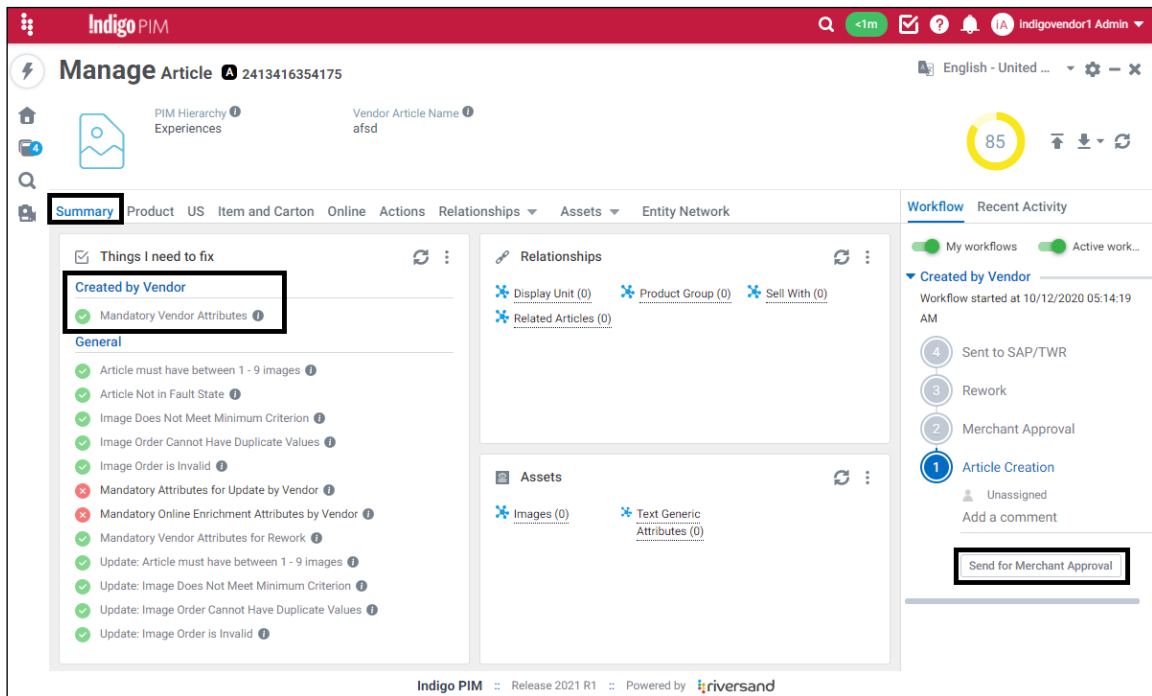


Note: In this instance, the fix would be to clear the 0 from the Number of items in Set field, by hovering over it and clicking the “x”



Note: After you save, the error message may still appear underneath the fixed attributes. This is normal! The Refresh button in the top right will flash red after a few seconds -  Click it and the error message should be gone.

6. Go back to the Summary tab and the Mandatory Vendor Attributes should now have a green check mark and you can Send for Merchant Approval:



Note: Do not worry about the conditions that are under General – you will not be able to correct them – the only condition that matters in the initial Article Creation stage is the **Mandatory Vendor Attributes** under the Created by Vendor heading.

Note: You can send the articles individually after making corrections by clicking the Send for Merchant Approval button in the workflow section of the manage article page, or you can make corrections to all articles and then transition them all together by following Step 4: Send for Merchant Approval, which begins on [page 11](#).