

PIM TRAINING DOCUMENT USERS: VENDOR

Article Creation – Single Article

Latest Version: 8/17/2021

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STEP 1: CREATE BASIC ARTICLE

1. From the Quick Actions (Lightning Bolt) menu, click on Article:

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4	Quick Actions	
•	CREATE	Last refreshed now 🖉 👯
۹	Service Stock	ndor Online Enrichment Workflow Article Update Workflow Update Display Unit Display Unit Created by Vendor
8	Upload Assets	eation More details »
	0 Rework	More details »

2. Fill in the required attributes and click **Create**:

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4	Create Article		- ×
†	• Basic	Information	Einish Next
Q			Create
	Vendor Name 1 703416-INDIGO BOOKS X	UPC/EAN () 882709776116	Vendor Article Name TEST ARTICLE
		12/1	3 12/40
	Buyer Group 1 5 % 0 Impulse - Minh Nguyen, Amanda Salz x v	PIM Hierarchy Novelty x	

NOTE: UPC/EAN must be a valid 12-digit UPC-A or 13-digit EAN-13 barcode number.

The Vendor Article Name should include the basic description of the article, including any size/colour variation and must be 40 characters or less. E.G. HEART BATHROBE XS BLACK

Please ask your Merchant/Buyer which Buyer Group to select. They will only be able to see the articles if you select the correct Buyer Group.

If you're unsure which PIM Hierarchy to select, please send an email to <u>PIM@indigo.ca</u> with a description of your product and someone will advise you.

3. A notice will appear at the bottom of the screen that says "Article Created" and you will see that you can now click on **Next**:

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•	Create Article					- ×
† ©		• Basic Info	prmation		Finish	Next
Q B	Vendor Name Vendor Name Vendo	•	UPC/EAN () 882709776116		Vendor Article Name 🕕 TEST ARTICLE	Update
	Buyer Group 🜑 Impulse - Minh Nguyen, Amanda Salz 😠	72 © ↓×	PIM Hierarchy Novelty x	12 /13		12 /40

4. Click on Show me the article:

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4	Create Article				- ×
†		Basic Information			
Q		Article process	ed successfully.		
		🗹 Take Me back to Where I s	iow me the article		

5. You'll be taken to the Manage Article page – click on **Mandatory Vendor Attributes** from the Things I need to fix section:

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1 1 2	O PIM Hierarchy Vendor Article Name Novelty TEST ARTICLE		77 * ± • Ø
	Summary Product US Item and Carton Online Actions Relation	nships 👻 Assets 👻 Entity Network	Workflow Recent Activity
	 ✓ Things I need to fix ✓ Created by Vendor ✓ Mandatory Vendor Attributes ① General O Article must have between 1 - 9 Images ① ✓ Article Not in Fault State ① 		My workflows Active workfl 12:56:57 PM Sent to SAP/TWR Rework Merchant Approval
	 Image Does Not Meet Minimum Criterion ① Image Order Cannot Have Duplicate Values ① Image Order is Invalid ① Mandatory Attributes for Update by Vendor ① Mandatory Online Enrichment Attributes by Vendor ① Mandatory Vendor Attributes for Rework ① Update: Article must have between 1 - 9 images ① 	 Assets	Article Creation Article Creation wendor@company.com was assigned task on 08/17/2021 12:56:57 PM Add a comment Send for Merchant Approval
	Indigo PI	M :: Release 2021 R2 :: Powered by triversand	

STEP 2: FILL IN MANDATORY VENDOR ATTRIBUTES

1. The Mandatory Vendor Attributes tab will open up with all of the required attributes. All of these attributes are Required in order to move onto Step 3: Send for Merchant Approval.

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.

- 1A-Vendor
 - o Vendor Name
- 1B-Product Description
 - o UPC/EAN
 - Vendor Article Name
- 1D-Product Pricing
 - o Vendor Cost Price
 - Vendor MSRP (CAD)
- 1E-Product Details
 - PIM Hierarchy
 - Consumer Lifestage Code
 - Select Other (Age Optional) if there is no recommended age range
 - o Country of Origin
 - o Item Is A Set
 - Number of Items in Set
 - Mandatory if Item is A Set is TRUE, otherwise leave blank
- 3A-Item Dimensions
 - o Article Length
 - o Article Width
 - o Article Height
 - Consumer Package Length
 - Consumer Package Width
 - o Consumer Package Height
 - Article & Package
 Measurement Unit
 - o Article Weight
 - o Consumer Package Weight
 - Article/Package Weight Unit

- 3B-Master and Inner Carton
 - Vendor Master Carton Quantity
 - Master Carton Length
 - Master Carton Width
 - Master Carton Height
 - o Master Carton Measurement Unit
 - Master Carton Weight
 - Master Carton Weight Unit
 - Has An Inner Carton?
 - Vendor Inner Carton Quantity
 - Mandatory if Has An Inner Carton? is TRUE, otherwise leave blank
 - 4C-Online Product Attributes
 - Vendor Drop Ship
 - If your products are not eligible for drop ship, select DC only. If your products are only eligible for drop ship, select Drop Ship only. If your products are both eligible for Drop Ship and you will be shipping to our DCs, select Drop Ship and DC.

• 4D-Online Product Name and Description

This section is required if articles are Drop Ship eligible.

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

5A-Product Characteristics

These attributes are required if you selected BABY & KIDS or ADULT for the Consumer Lifestage Code in section 1E. They are not required if you selected Other (Age Optional).

- Minimum Age
- Maximum Age

Mandatory US Attributes

If your products are to be sold in our US store, you must also add the US attributes. They are not in the Mandatory Vendor Attributes tab – you can find them on the US tab.

- 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 French Item Name
- Online Product Description English CA
- 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.

2.	Once you have a	idded all of the	Mandatory Ven	dor Attributes,	click Save.
	,		,		

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	Summary Product US Item a	nd Carton Online Actions	Relationships 🔻 Assets 🔻	Entity Network	Mandatory Vendor Att ×		Q
Q B		Manage attrib	utes	M	2 lanage relationships		Next
	▼ 1D-Product Pricing						Save
	Vendor Cost Price		Vendor MSRP (CAD)				
	Required		Required				•
	▼ 1E-Product Details						
	PIM Hierarchy		Consumer Lifestage Code 🕕	0%	Country of Origin		
	Noverty X		Required	•	Required		-
	Item is a Set 🕕		Number of items in Set 🕖				
	TRUE FALSE						

3. Click on the Summary tab and then click the Refresh button. If you have entered all of the required information, the Mandatory Vendor Attributes business condition will show a green check mark and you can move on to Step 3: Send for Merchant Approval.



NOTE: ONLY the Mandatory Vendor Attributes condition under the Created by Vendor section needs to have a green check mark, and there likely will still be a red x on one of the attributes in the general section. That is fine and you can still send the article for approval.

4. If you did not fill in all required attributes on the Mandatory Vendor Attributes tab or if your products are Drop Ship eligible, the Mandatory Vendor Attributes will still have a red X and you will not be able to send the articles for approval. If your articles are Drop Ship eligible, continue with Step 2.5: Upload Images before you can move on to Step 3: Send for Merchant Approval.

STEP 2.5: 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)
 - o **882709347845_2**.jpg
 - o **882709347845_3**.jpg
 - o 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:



STEP 3: SEND FOR MERCHANT APPROVAL

There are two ways you can send the article for merchant approval.

Single Article

1. Click Send for Merchant Approval from the Manage Article Page:



Note: You can Add a comment (above the button) if you would like to, but it is not necessary.

2. A message will pop up saying the article has successfully been sent for merchant approval, and the page will update – you will see that the article is now in the Merchant Approval step of the workflow:

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4	Manage Article A 882709776116				🕼 English - United States 👻 🎝 🗙
•	PIM Hierarchy Vendor Ari Novelty TEST ARI	ticle Name 🕖 TICLE			🥺 ∓ ±- ໘
	Summary Product US Item and Carton Online Action	s Relationships	▼ Assets ▼ Entity Network Mandatory Vendor Att ×	Q	Workflow Recent Activity
Q B	☑ Things I need to fix	Ø :	P Relationships	9 :	My workflows Active workflows
	General		Consplay Unit (0) Construct Group (0) Related Articles (0		Workflow started at 08/17/2021 12:56:57 PM
	Article must have between 1 - 9 images		Sell With (0)		4 Sent to SAP/TWR
	Image Does Not Meet Minimum Criterion				Devert.
	Image Order Cannot Have Duplicate Values				3 Rework
	Image Order is Invalid				2 Merchant Approval
	Mandatory Attributes for Update by Vendor 1				L Unassigned
	Mandatory Online Enrichment Attributes by Vendor 1		Assets	5 :	Add a comment
	Mandatory Vendor Attributes ①		Images (0)		
	Mandatory Vendor Attributes for Rework 1		indec (o)		Approve and Publish
	Update: Article must have between 1 - 9 images				Send to Article Creator
	Update: Image Does Not Meet Minimum Criterion				
	Update: Image Order is Invalid				Article Creation "Send for Merchant Approval" On 08/17

Multiple Articles

If you created multiple articles and want to send them all for approval at the same time, follow these steps:

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:

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4	Home						
•	My To-Do's All tasks	·			I	Last refre	shed 1 minute ago
Q 8	Created by Vendor	Online Enrichment Workflow	Article Update Workflow	Update Display Unit	Displa	ay Unit C	reated by Vendor
	53 Article Creation						More details »
	9 Rework						More details »

2. Click on Ready for transition:

ŧ	Indigo PIM	Q < m 🗹 ? 🌲 🚯 indigovendor1 Admin	•
4	Home		
•	My To-Do's All tasks	Last refreshed 2 minutes ago 🥫 💈	
Q R	Created by Vendor Online Enrichment Workfl	Row Article Update Workflow Update Display Unit Display Unit Created by Vendor	
	53 Article Creation 25 Ready for transition	or Attributes	

Note: If there are articles under Mandatory Vendor Attributes, it means that one or more of the Mandatory Vendor Attributes are missing, the data is formatted incorrectly, or drop ship articles are missing images. Click on Mandatory Vendor Attributes and then click on a UPC to take you to the Manage Article Page. If you cannot figure out what is missing, please email <u>PIM@indigo.ca</u> with the UPC and we will assist you.

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

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	show "Article" pending A	rticle Creatio Last refresh	ed now 21 selected	1-21/21 Actions	- C @ ∓ ± - C	Default 🔻 Tabular 🔻
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	A	444444444413	714664-MOLESK	Té 📵 Reassign Task	erarchy>> LEGO®	Creativity - Winni Te
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	A	444444444437	714664-MOLESK	Te Workflow Transition	rarchy>> LEGO®	Creativity - Winni Te

4. Click Send for Merchant Approval:

Workflow Transition - Created by Vendor - Article Creation - 21 entities		×
Workflow Transition	2 Finish	Next
		Send for Merchant Approval
Add a comment		

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.

Workflow Transition - Created by Vendor - Article Creation - 1 entities			×		
	Workflow Transition		Finish		
				Finish & Close	
IDENTIFIER	NAME	DETAILS	MESSAGE		
44444444413	44444444413		"Workflow" success		