

# **PIM TRAINING DOCUMENT USERS: VENDOR**

Article Creation – Single Article

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Latest Version: 8/17/2021



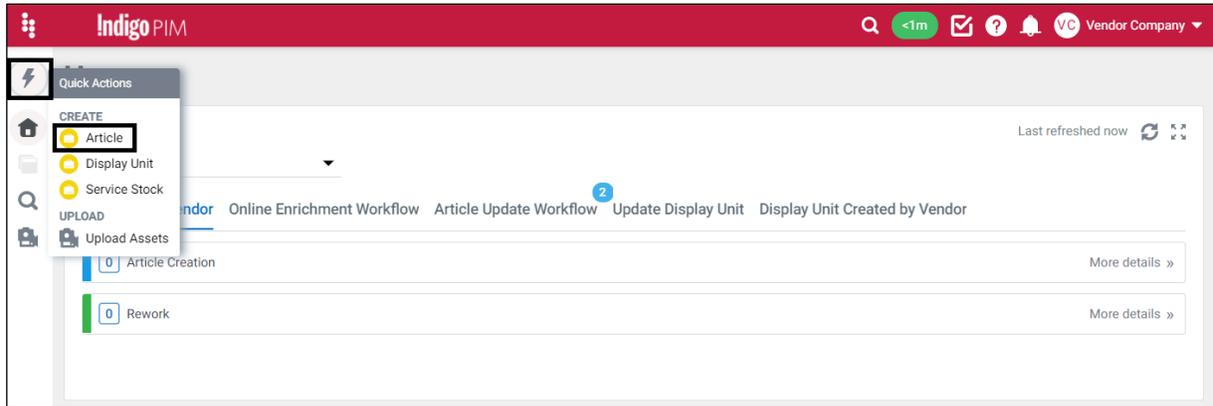
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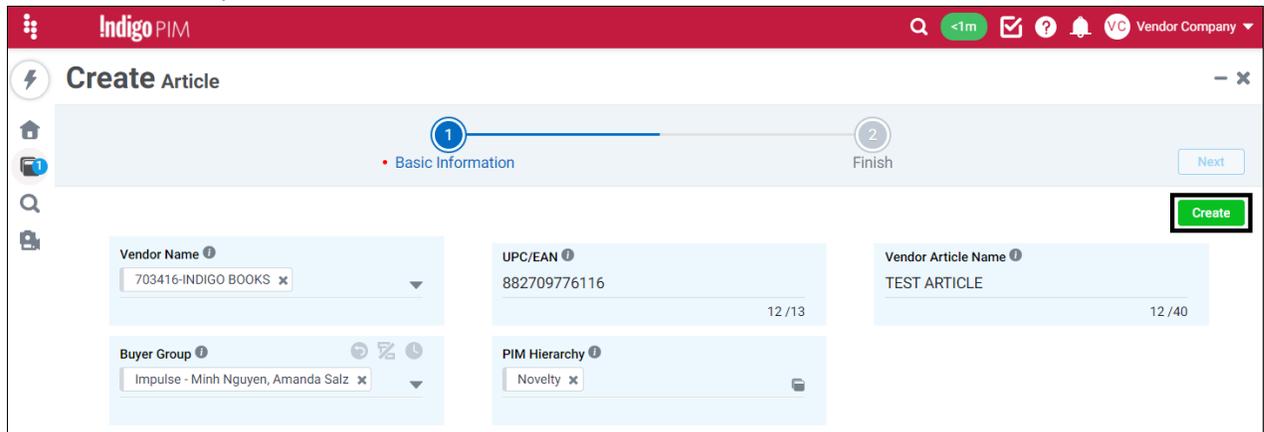
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# STEP 1: CREATE BASIC ARTICLE

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



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



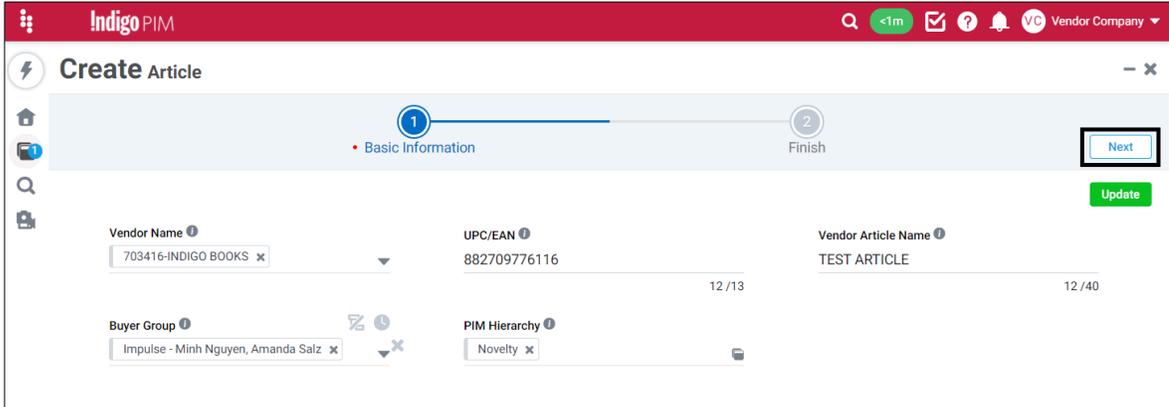
**NOTE:** UPC/EAN must be a valid 12-digit UPC-A or 13-digit EAN-13 barcode number.

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

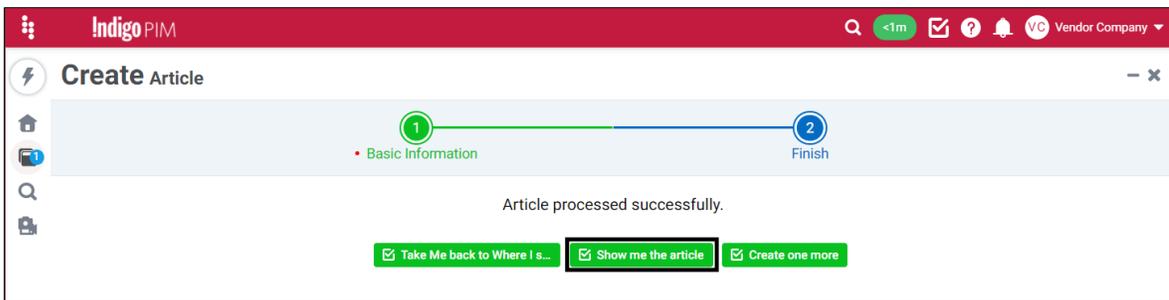
Please ask your Merchant/Buyer which Buyer Group to select. They will only be able to see the articles if you select the correct Buyer Group.

If you're unsure which PIM Hierarchy to select, please send an email to [PIM@indigo.ca](mailto:PIM@indigo.ca) with a description of your product and someone will advise you.

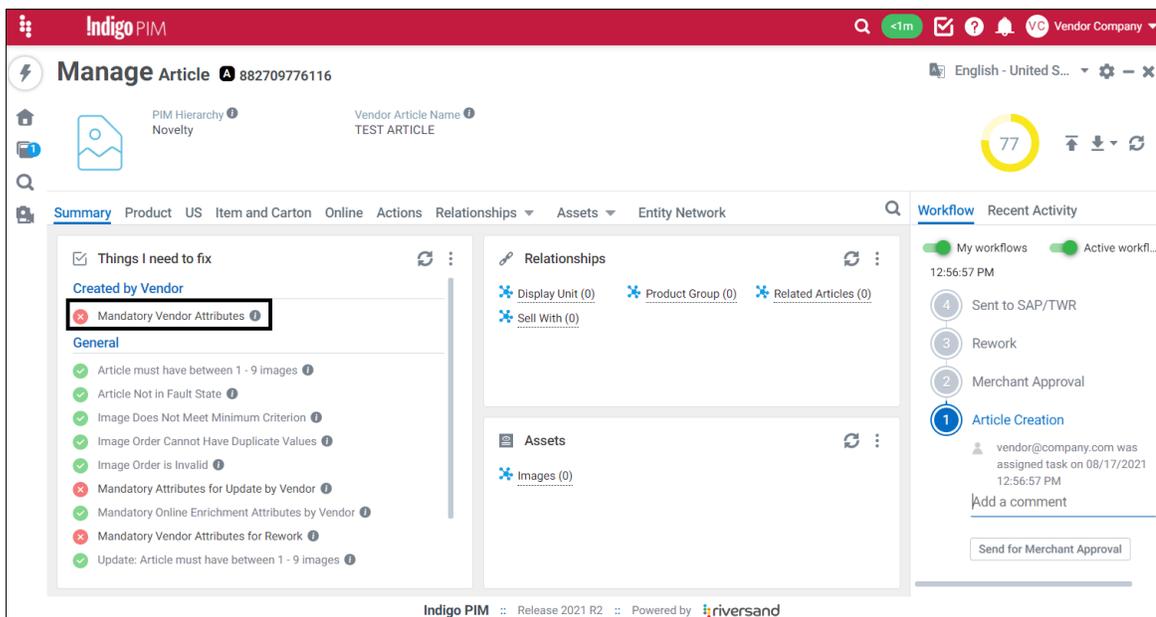
- A notice will appear at the bottom of the screen that says “Article Created” and you will see that you can now click on **Next**:



- Click on **Show me the article**:



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



## 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**
  - Vendor Name
- **1B-Product Description**
  - UPC/EAN
  - Vendor Article Name
- **1D-Product Pricing**
  - 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
  - Country of Origin
  - Item Is A Set
  - Number of Items in Set
    - Mandatory if Item is A Set is TRUE, otherwise leave blank
- **3A-Item Dimensions**
  - 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
- **3B-Master and Inner Carton**
  - 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
    - 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 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.

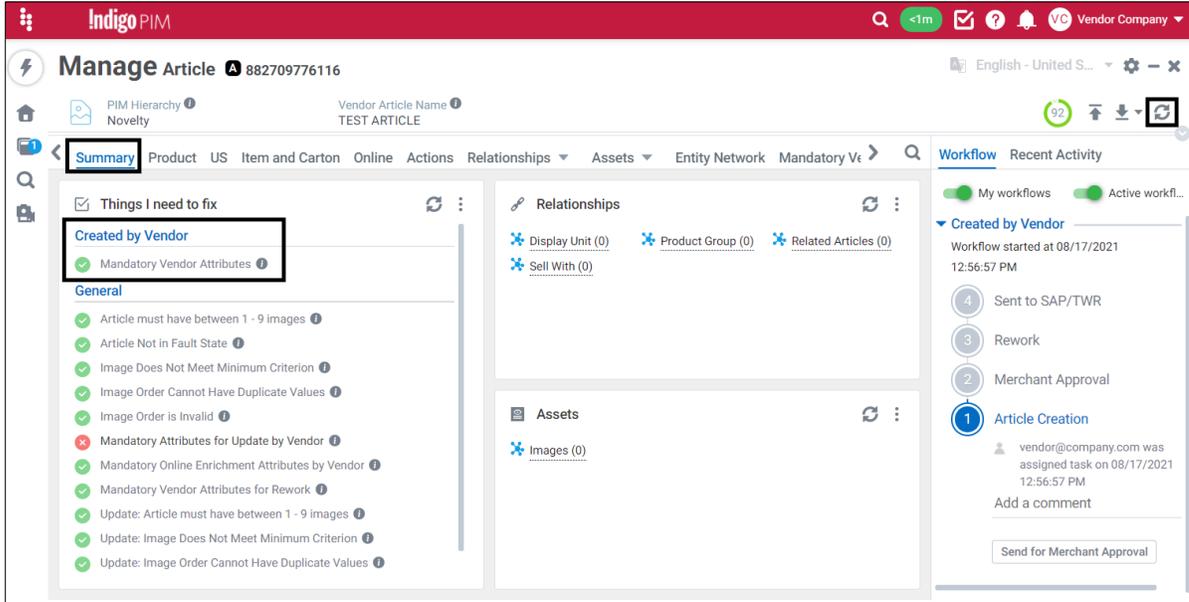
2. Once you have added all of the Mandatory Vendor Attributes, click **Save**.

The screenshot shows the 'Manage Article' interface in Indigo PIM. The article ID is 882709776116 and the vendor article name is 'TEST ARTICLE'. The interface is divided into two main sections: 'Manage attributes' (step 1) and 'Manage relationships' (step 2). The 'Manage attributes' section is currently active and contains several required fields:

- 1D-Product Pricing:**
  - Vendor Cost Price: 3.25 (Required)
  - Vendor MSRP (CAD): 7.99 (Required)
- 1E-Product Details:**
  - PIM Hierarchy: Novelty
  - Consumer Lifestage Code: Other (Age Optional) (Required)
  - Country of Origin: China (Required)
  - Item is a Set: TRUE (Selected), FALSE
  - Number of items in Set: (Empty)

A green 'Save' button is highlighted in the bottom right corner of the 'Manage attributes' section. A 'Next' button is visible in the 'Manage relationships' section.

- 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.

- 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

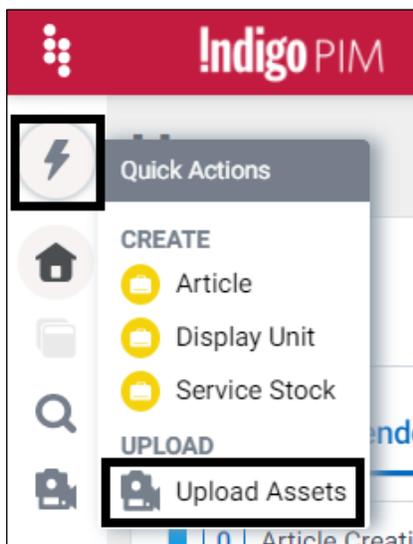
If your article will be sold online, you must provide images at least two weeks before the product arrives in our DC. PIM can accept up to 9 images per item.

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)
  - **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:

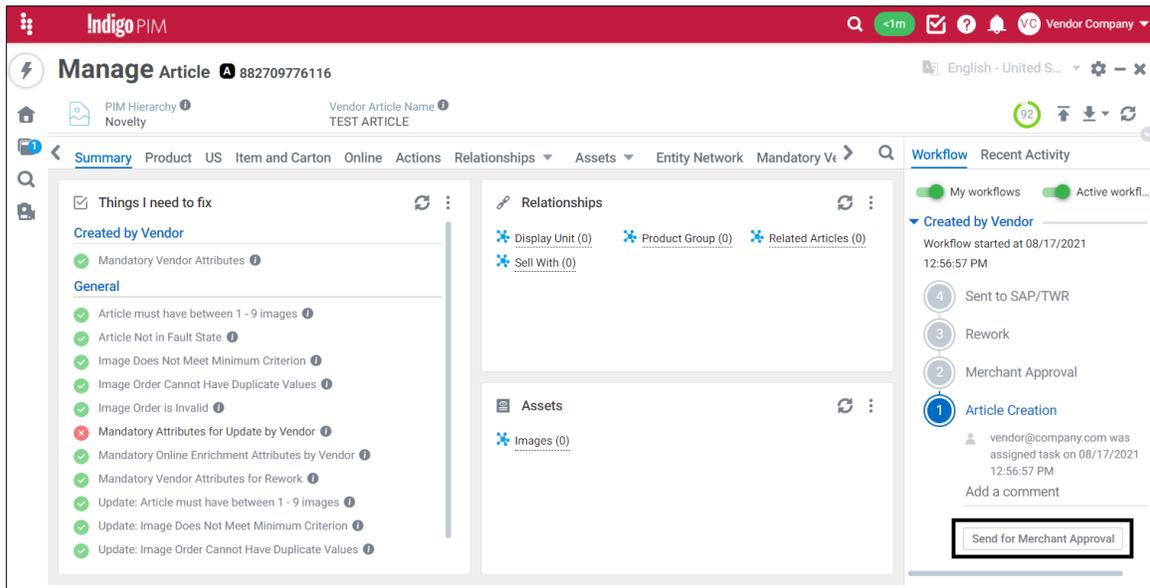


## STEP 3: SEND FOR MERCHANT APPROVAL

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

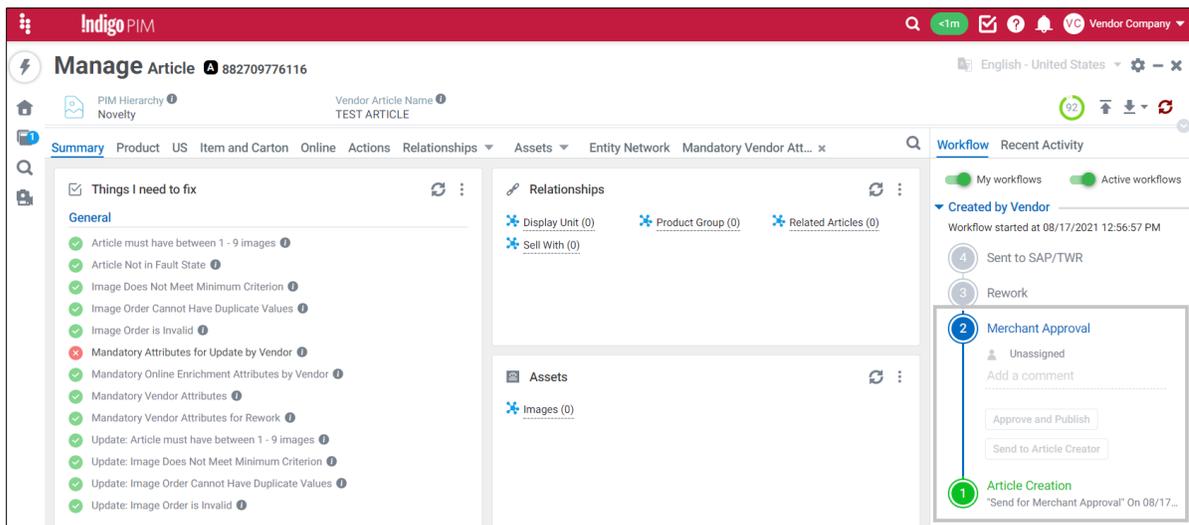
### Single Article

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.

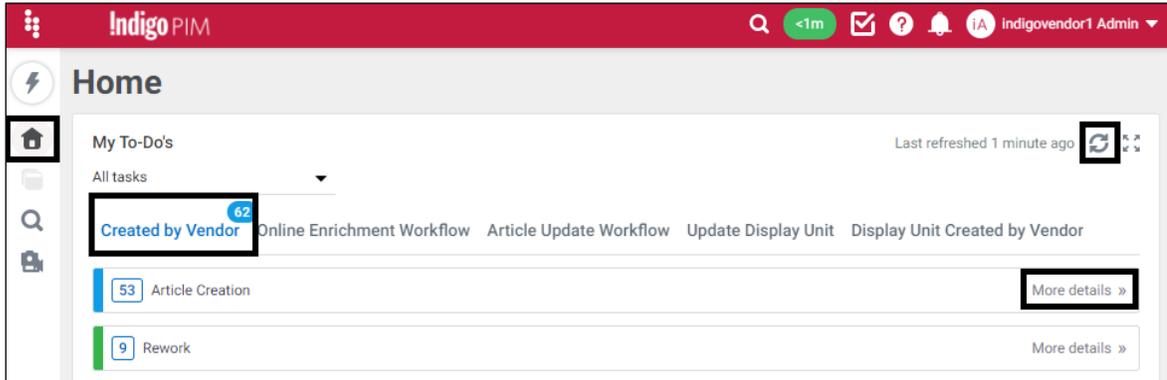
2. A message will pop up saying the article has successfully been sent for merchant approval, and the page will update – you will see that the article is now in the Merchant Approval step of the workflow:



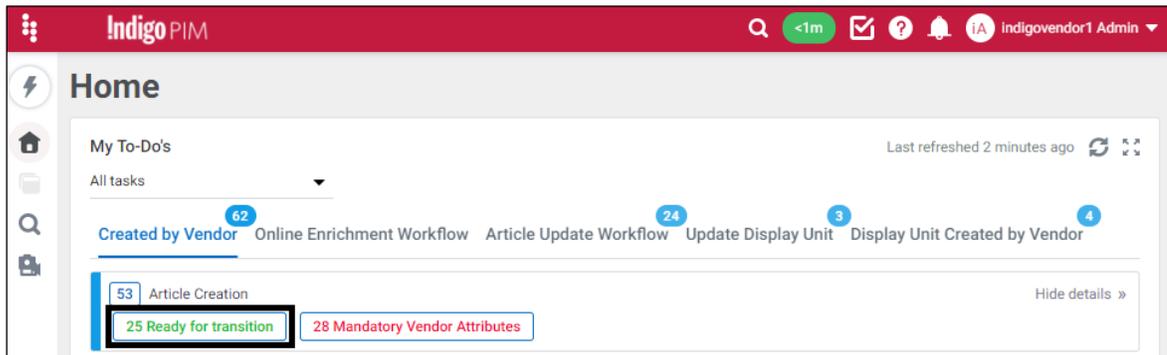
## Multiple Articles

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:

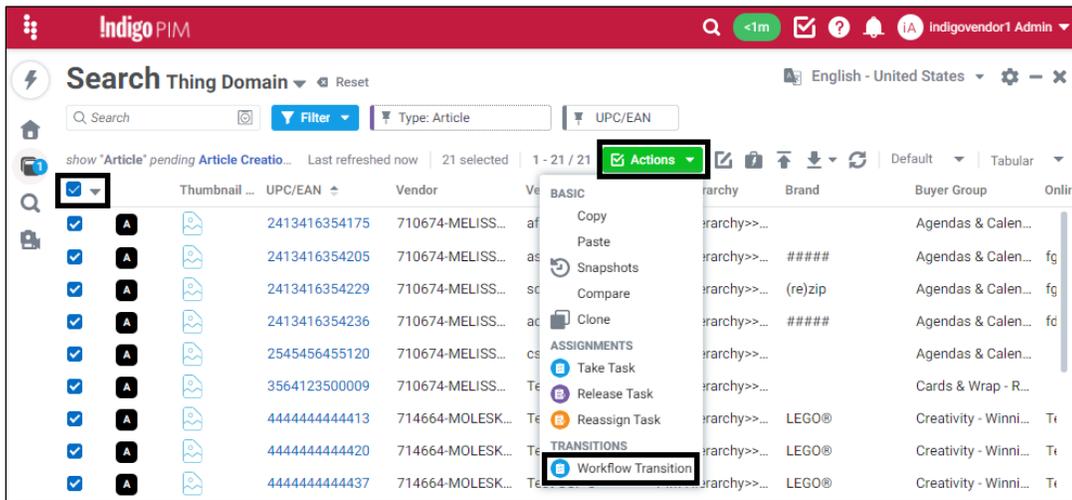


2. Click on **Ready for transition**:

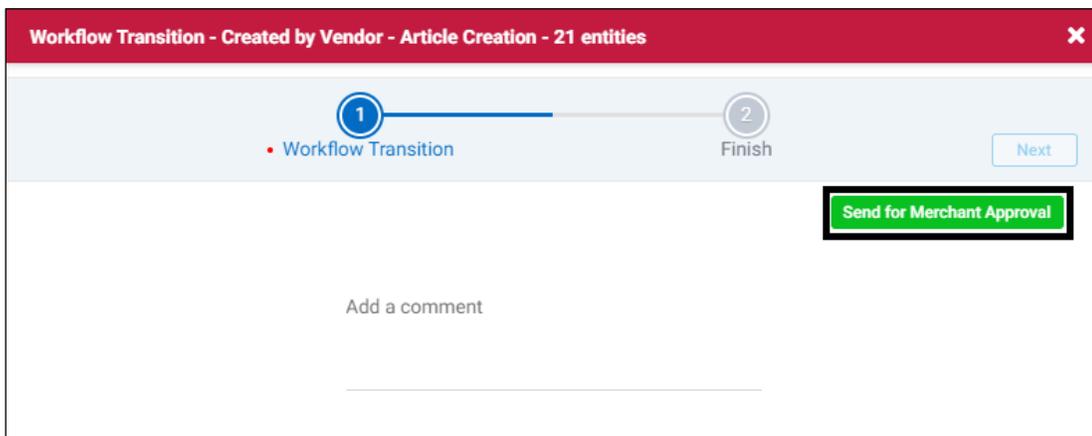


**Note:** If there are articles under Mandatory Vendor Attributes, it means that one or more of the Mandatory Vendor Attributes are missing, the data is formatted incorrectly, or drop ship articles are missing images. Click on Mandatory Vendor Attributes and then click on a UPC to take you to the Manage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

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.

