

PIM TRAINING DOCUMENT USERS: VENDOR

Update Articles - Excel Template

Latest Version: 8/17/2021

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STEP 1: DOWNLOAD ARTICLES FROM PIM

1. Click \mathbb{Q} Search > Search Thing Domain:

:	Indigo PIM		Q 🔙	j ? 🌲 🤖 indigovendor1 Admin 👻
4	Home			
•	My To-Do's All tasks	•		Last refreshed 1 minute ago 🗯 🥻
Q	Search	Online Enrichment Workflow	Article Update Workflow Update Display Uni	3 Display Unit Created by Vendor
	47 Article Creation	1		More details »

2. Search for the UPCs you want to edit – click Filter, Type in UPC and select UPC/EAN:

:	Indig!	O PIM				
4	Searc	h Thing Dom	ain 👻			
•	Q Search		O	Y Filter ▼ Typ	e: Article	
[12	show "Article	" sorted by Modified	On desc	Q, UPC		
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		● 预1	03505156	No data available	UPC/EAN	No data available
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	A	9 71	03505156			

3. Paste your UPCs in the UPC/EAN filter (they will automatically format correctly):

T UPC/EAN	
Has Value	
Enter values to search	
. "882709602439" or "88270960 +	
Close Apply	

4. Select the articles and click the download arrow and Download in Excel:

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	Q Search		Fi	ilter 🔻 🐺 Type: Article	T UPC/EAN: "882709	0602439" or "88270960242		
	show "Article" wit	h UPC/EAN = "8	82709602439" or "8	882709602422" or "882709602255" o	Last refreshed now 5 s	elected 1 - 5 / 5 🗹 Actions	C Ø	<u></u> <u>+</u> <u>+</u> +
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ø		₽ P	882709603283	721571-FOUNTAIN ACCESSO	DRY LTD. WOOL B	ERET BLACK Love	& Lore	
		2	882709603313	721571-FOUNTAIN ACCESS	DRY LTD. WOOL B	ERET PLUM Love	& Lore	

- 5. You can either download just the specific fields that you want to update, or you can download the complete article record with all attributes.
 - a) To download specific attributes to update, select the attributes from the "Available" section, and move them into the "Selected" section using the arrow. You can also select one of the Scope Selections with specific attributes. When the attributes you want are in the Selected section, click "Download."

NOTE: You <u>must</u> always include the "UPC/EAN" attribute when downloading articles.

Download	Bulk Entities - 3 entities - Cost	& Price					×			
							Download All Download			
Quick	Select						+ Create new or edit 💋			
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0	Cost & Price 🔋 🔍 Product C	haracteristics : 🔍 Online Enri	chment - Vend	lor :	French Translation Audit + Y	ear/S				
QN	Merchant Attributes :	osts & Retails :	on - Vendor 🚦	0	SPB - Vendor MSRP Correction	🔍 Keywo	ord Tag Template			
 Select 	Attributes						Include All			
Ava	ilable			Sele	cted					
	Name	Group			Name	Group				
	Q, MSRP	Q			Q	Q				
	Vendor MSRP (CAD)	1D-Product Pricing	>>>		UPC/EAN	1B-Product De	scription			
	Vendor MSRP US	2B-US Product Pricing	~		Vendor Article Name	1B-Product De	scription			
			>		Vendor Name	1A-Vendor				
			<		Vendor Cost Price	1D-Product Pri	cing			
			«		Cost Price (Excluding Landing Cost)	1D-Product Pri	cing			
					Cost Price Currency	1D-Product Pri	cing			

b) To download the full article record, click "Download All"

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6. Click Show task details:

Download Bulk Entities - 5 entities	×
Initiated download, file would be automatically downloaded once ready 🕕	
Show task details	

7. Click the down arrow to Download:

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۶	Task Detail Entity Data Expo	orts Completed			- ×
	File Name 9dc31725-61a6-4c73-b059-f265c83636 Start Time 04/01/2021 02:47:32 PM	Task ID 9dc31725-61a6-4c73-b059-f265c836368f End Time 04/01/2021 02:47:32 PM	Profile Name sys_export_data_excel_ui_task_base Submitted by Taylor Berman	Task Status Completed Total Records 5	₹.C
8	Summary Errors/Messages Related Task	S ¥			
\$	Processing Details Success (5) Processing (0) Error (0) Ignore (0)	Related Tasks	Child Tasks (0)		

- **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.
- 8. If you clicked Finish & Close instead of Show task details, you can download the file from Task Status if it doesn't automatically download. Click on the Task Status icon from the Top Bar menu, select "Entity Data Exports" from the Type dropdown, and click the file name to download the file:



STEP 2: MAKE UPDATES IN EXCEL

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

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\bigcirc	PROTECTED VIEW Be careful—files from	the Internet can contain viruses.	. Unless you need to ec	lit, it's safer to stay in Protected View.	Enable Editing						×	
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-	4 TEMPLATE NAME	RS EXCEL									11	
	5 TEMPLATE VERSION	V1.0										
645	6 MULTI VALUES DELIMITER	11										
	7 CONTEXT PATH DELIMITER	>>										
	8 LEGENDS											
	9											
	10 Type	000000000000000000000000000000000000000										
	11 SYSTEM/RELATIONSHIPS	COLLECTION	MANDATORY	MANDATORY COLLECTION								
	12 GLOBAL	COLLECTION	MANDATORY	MANDATORY COLLECTION								
	13 GLOBAL ENHANCER	COLLECTION	MANDATORY	MANDATORY COLLECTION								
	14 CONTEXT	COLLECTION	MANDATORY	MANDATORY COLLECTION							-11	
	15 CONTEXT ENHANCER	COLLECTION	MANDATORY	MANDATORY COLLECTION							-	
	16											
67	17											
1	18											
101	Help Entities Rel	ationships 🕘 🕀				4					Þ	

2. Make your updates and then **Save the file** – you <u>can</u> rename the file – the system does not require the same file name to be uploaded.

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1	Systen	n Attrik	outes		Enhancer Attr	Matching Attri	1B-Product Description	1D-Product Prici	ng		
2	Action	Туре	ID	Name	PIM Hierarchy	UPC/EAN	Vendor Article Name	Vendor Cost Price	Cost Price Currency	Vendor MSRP (CAD)	
3		article	NcdLeoym	670592480018	PIM Hierarchy>	670592480018	Bellisima Taupe Rug 2'2" x 3'0"	32.48	CAD - Canadian Dollar	59.99	
4		article	e0AZxPz2S	670592470866	PIM Hierarchy>	670592470866	Cleo Turquoise Shag 7'10" x 10'0"	146.33	CAD - Canadian Dollar	249.99	
5		article	tm CFZarT	670592452817	PIM Hierarchy>	670592452817	Platinum Grey Rug 3'11" x 5'7"	49.89	CAD - Canadian Dollar	89.99	
6											

STEP 3: UPLOAD FILE TO PIM

1. Click \mathbb{Q} Search > Search Thing Domain:

:	Indigo PIM			Q 📶 🗹	? 🌲 i indig	ovendor1 Admin 🔻
4	Home					
•	My To-Do's All tasks	•			Last refreshed 1 minu	te ago 🤁 👯
Q	Search	Online Enrichment Workflow	Article Update Workflow	3 Update Display Unit	Display Unit Created	d by Vendor
	47 Article Creatio	n			I	More details »

2. Select the upload arrow $\overline{\mathbf{A}}$ from the Search Screen:

:	Indigo PIM	🔍 <im ?="" admin="" indigovendor1="" th="" 🌲="" 🔻<="" 🗹="" 🚯=""></im>
4	Search Thing Domain -	🔤 English - United States 👻 🏟 🗕 🗙
t	Q. Search 💿 🍸 Filter 🔻 Type: Article	
	show "Article" sorted by Modified On desc Last refreshed now 1 - 50 / 1	24 🗹 Actions 🔻 🚺 👔 🛃 👻 😴 🖉 🛛 Default 💌 🔤 Tabular 💌
Q	Thumbnail UPC/EAN Vendor	Vendor Article Na PIM Hierarchy Brand Buyer Group

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

Upload Bulk Entities			×
	• Upload file	2 Finish	Next
	Download a	template	
	Drag & Drop Upload] files here File	

4. Click Show Task Details:

Upload Bulk Entities	×
• Upload file Finish	
Entities are created/updated using the uploaded file	
View the task status b7729e24-c821-4f18-b217-3c1d6459c9e6 in 'Task Details' page	
☑ Finish & Close ☑ Upload more entities ☑ 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 Update:



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 **1** from the Top Bar menu, select "<u>Entity Data Imports</u>" from the Type dropdown, and click View Details to view the Task Detail page:

		Q <1m 🗹 ?	🗼 i A indigovendor1 Admin 🔻
Task St	atus		Last refreshed now 🞜 🗙
Type Entity Data	Imports	Status	From Last ▼ 7 Days ▼
Q Search			
			1-1/1
×	documentation test up COMPLETED	04/08/2021 01:51:13 Total 6 record(s) sub	indigovendor1@riversand.c View Details

STEP 3.1: FOR MASTER/INNER CARTON UPDATES

1. If you have made changes to the **Vendor Master Carton** or **Vendor Inner Carton**, you must notify your buyer (via email).

If Vendor Master Carton or Vendor Inner Carton have been updated, they will need to make the changes to the corresponding Indigo attributes. You should not publish the changes – they will make the updates and publish them.

STEP 4: PUBLISH UPDATES

1. On the **Home** page, click Refresh \bigcirc on the My To-Do's task window. The number of articles you updated should appear in the Article Update Worfklow. Click **More details** in the Article Update workflow step:

:	Indigo PIM			۹ (¹┉ 🗹 ?	🌲 🚾 v	Vendor Company 🔻
4	Home						
•	My To-Do's	-				Last refreshe	ed now 🖸 👯
Q R	Created by Vendor	Online Enrichment Workflow	Article Update Workflow	Update Display Unit	Display Unit Cr	eated by Ver	ndor
	2 Article Update						More details »

2. Click on Ready for transition:

:	Indigo PIM	Q <1m 🗹 ? 🦨 TB Taylor Berman	-
4	Home		
•	My To-Dos	Last refreshed now 😥 👯	
۹	✓ 1dor Online Enrichment Workfle	Article Update Workflow Fault Workflow Create Product Group Up	
8	 7 Article Update 7 Ready for transition 0 Article 0 Mandatory Attributes for Update b 0 Update: Image Does Not Meet Min 0 Update: Image Order is Invalid 	Hide details » Not in Fault State 0 Mandatory Attributes for Update y Vendor 0 Update: Article must have between 1 - 9 images imum Criterion 0 Update: Image Order Cannot Have Duplicate Values	

Note: If the articles are not under Ready for Transition, there may be some attributes that are missing or have invalid values. There may also be some values that you are not able to fix – if you cannot see anything missing but the articles are still not "ready for transition," please reach out to <u>PIM@indigo.ca</u> for assistance, and include the list of UPCs – preferably pasted into the email from excel and not a screenshot.



Search Thing Domain C a Rest English - United States C C - X Q. Search Image: Tripe: Article Image:	Indigo P	IM						۹ (💷 🖸 ? 1	👎 🕕 Taylor Be	rman 🔻
Q. Search Image: Type: Article Image: UpC/EAN Image: VpC/EAN Ima	Search	Thing Dom	nain 🔻 🛛 Reset						🕼 English - Unite	d States 👻 🏟	- ×
show 'Article' pending Article Update 'n Article Update Workflow sorted Last refreshed 44 seconds ago 7 selected 1 - 7/7 Image: Article 'n Article 'n Article 'n Article 'n Article 'n Article 'state Image: Artistate Image: Article 'stat	Q Search		S Y Filter	▼ Type: Article	•	UPC/EAN	Vendor Name	Deleted?			
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							TRANSITIONS				
TRANSITIONS							Workflow Transition				

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

4. Click Publish:

Workflow Transition - Article Update Workflow - Article Update - 7 entities		
Workflow Transition	2 Finish	Next
		Publish
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 and all of the articles we "Ready for transition", the articles should all transition successfully.

Workflow Transition - Artic	Workflow Transition - Article Update Workflow - Article Update - 7 entities					
	Workflow Transition		Finish			
IDENTIFIER	NAME	DETAILS	MESSAGE			
5023291321437	5023291321437		'Publish' successful			
5060372498664	5060372498664		'Publish' successful			
5060563282140	5060563282140		'Publish' successful			
772866318796	772866318796		'Publish' successful			
5023291317805	5023291317805		'Publish' successful			
845794063783	845794063783		'Publish' successful			
5060084385344	5060084385344		'Publish' successful			

STEP 4.1: FOR COST/MSRP UPDATES

If you have made changes to the **Vendor Cost Price**, **Vendor MSRP (CAD)**, or **Vendor MSRP US**, please notify your Indigo Merchant/Buyer (via email). After publishing your updates, the articles will be in the Article Update - Merchant Approval workflow and the Merchant will need to approve the changes that you made so that they flow to the downstream systems (SAP and Online).

STEP 4.2: FOR ONLINE PRODUCT NAME/DESCRIPTION UPDATES

If the articles have already been published to Indigo.ca and you have made updates to the **Core Online Product Name**, **Online French Item Name**, **Online Product Description English – CA**, **Online Product Description French – CA**, the articles will be moved into the Article Update - Onboarder Approval workflow after publishing. Please reach out to <u>DigitalOnboarding@indigo.ca</u> with the list of UPCs that you made changes to so they can approve and publish them to the website.