

PIM TRAINING DOCUMENT USERS: VENDOR

Update Articles - Excel Template

Latest Version: 8/17/2021



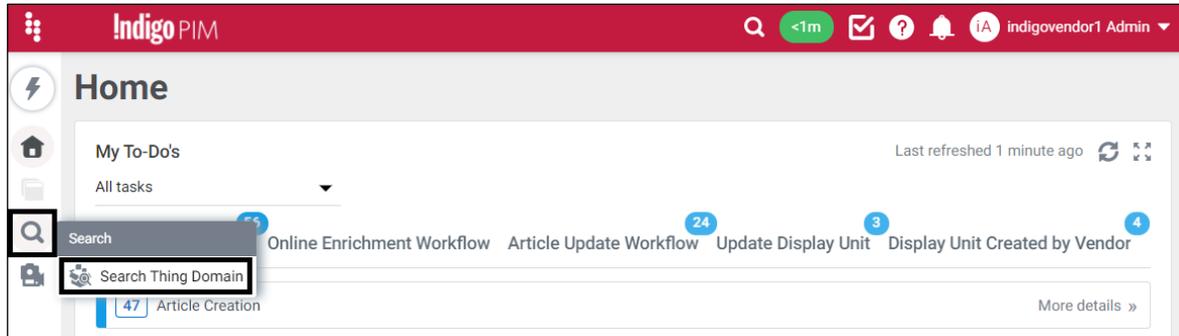
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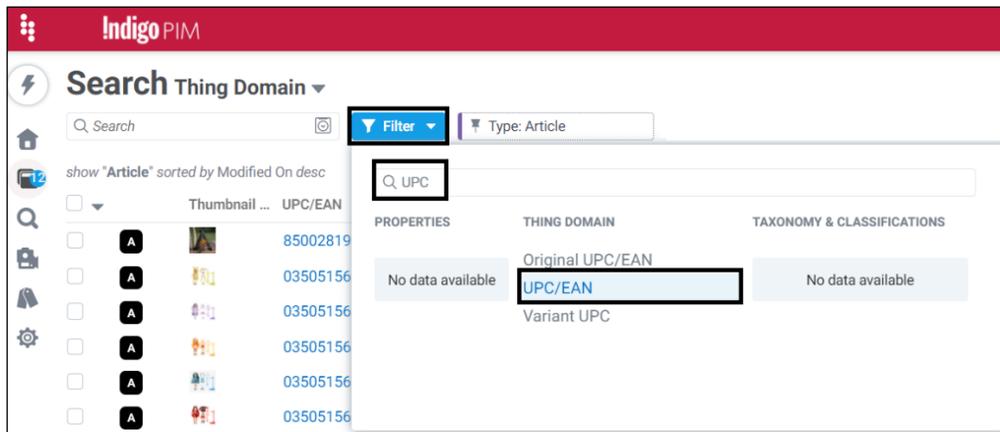
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STEP 1: DOWNLOAD ARTICLES FROM PIM

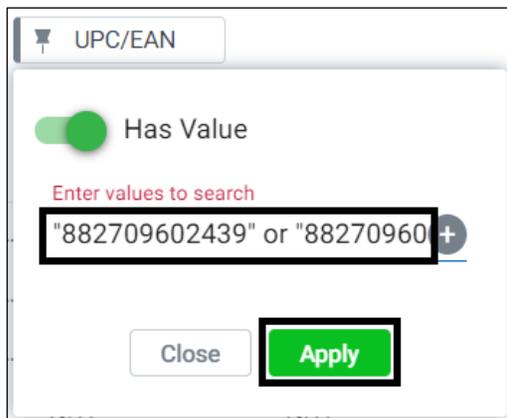
1. Click  Search > Search Thing Domain:



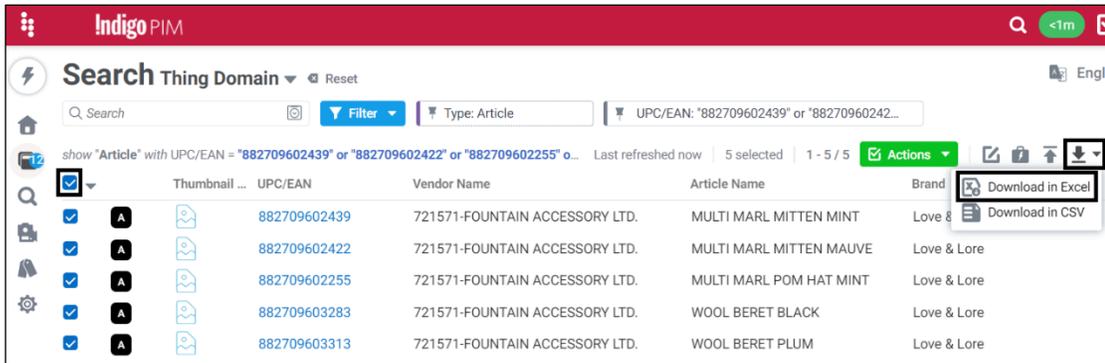
2. Search for the UPCs you want to edit – click Filter, Type in UPC and select UPC/EAN:



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

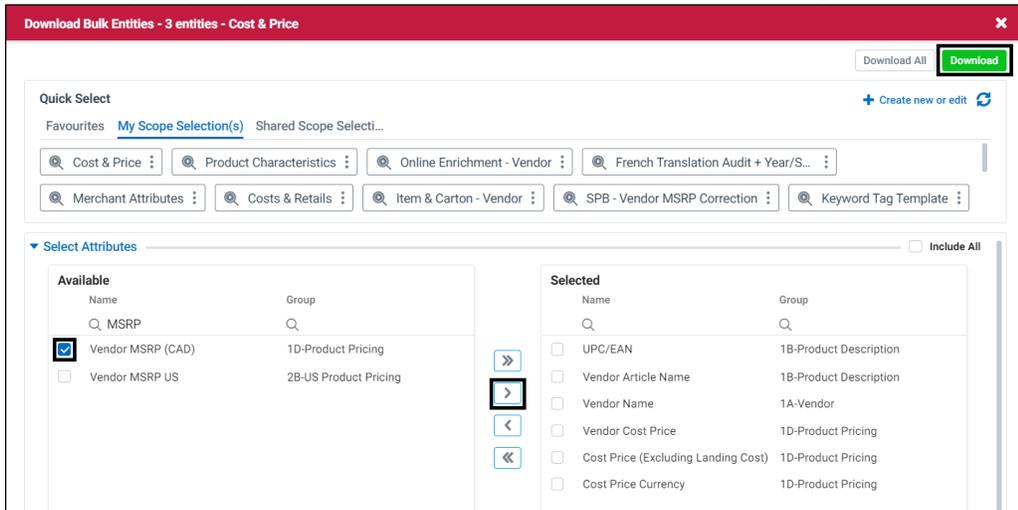


- Select the articles and click the download arrow and Download in Excel:

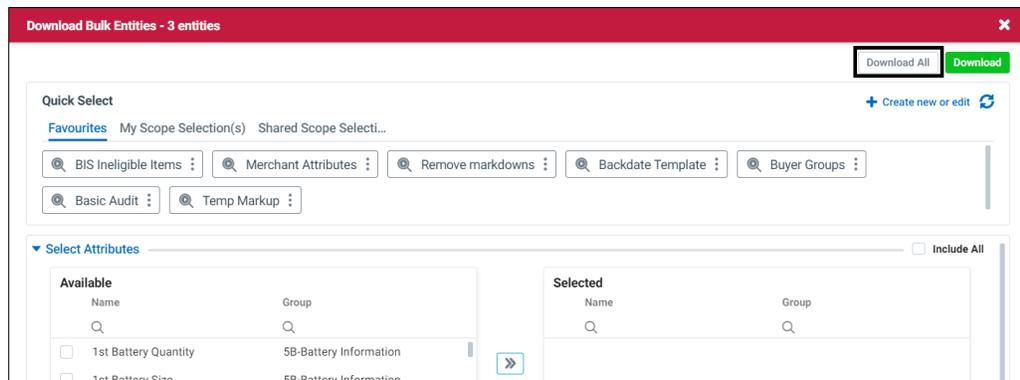


- You can either download just the specific fields that you want to update, or you can download the complete article record with all attributes.
 - To download specific attributes to update, select the attributes from the “Available” section, and move them into the “Selected” section using the arrow.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

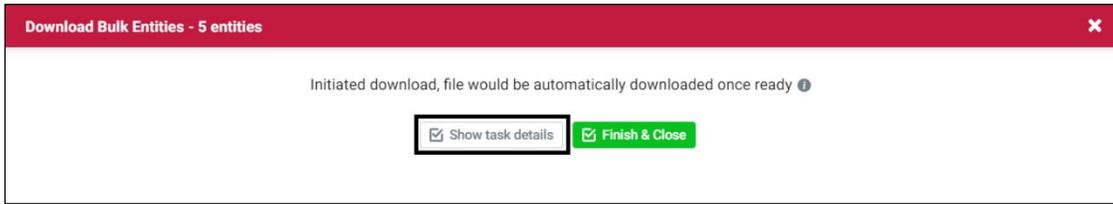
NOTE: You must always include the “UPC/EAN” attribute when downloading articles.



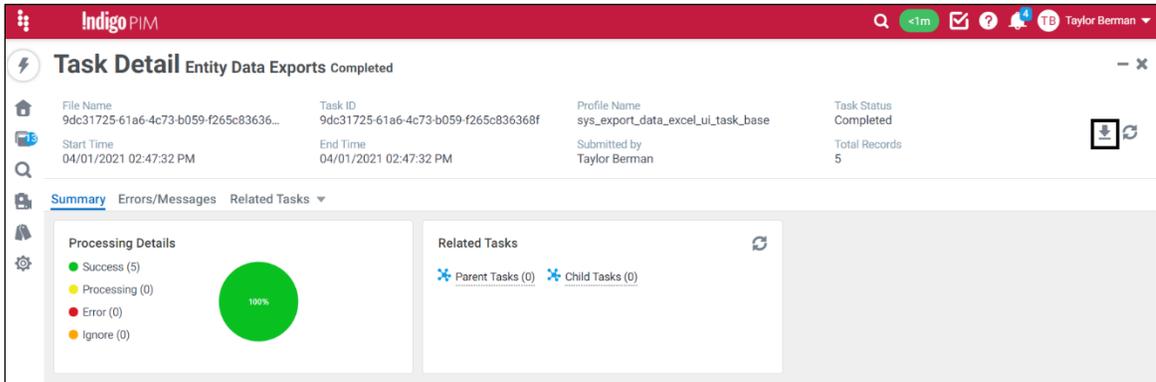
- To download the full article record, click “Download All”



6. Click Show task details:

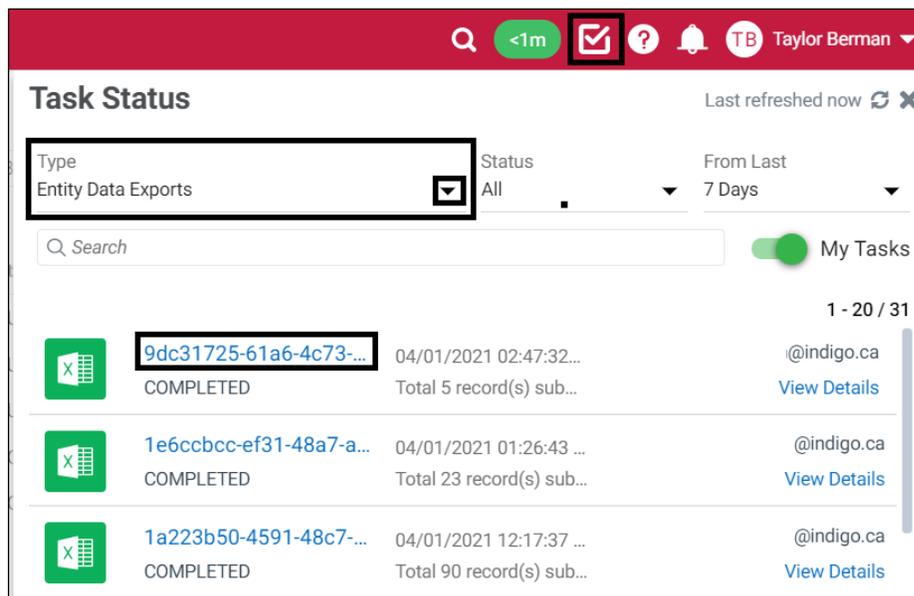


7. Click the down arrow to Download:



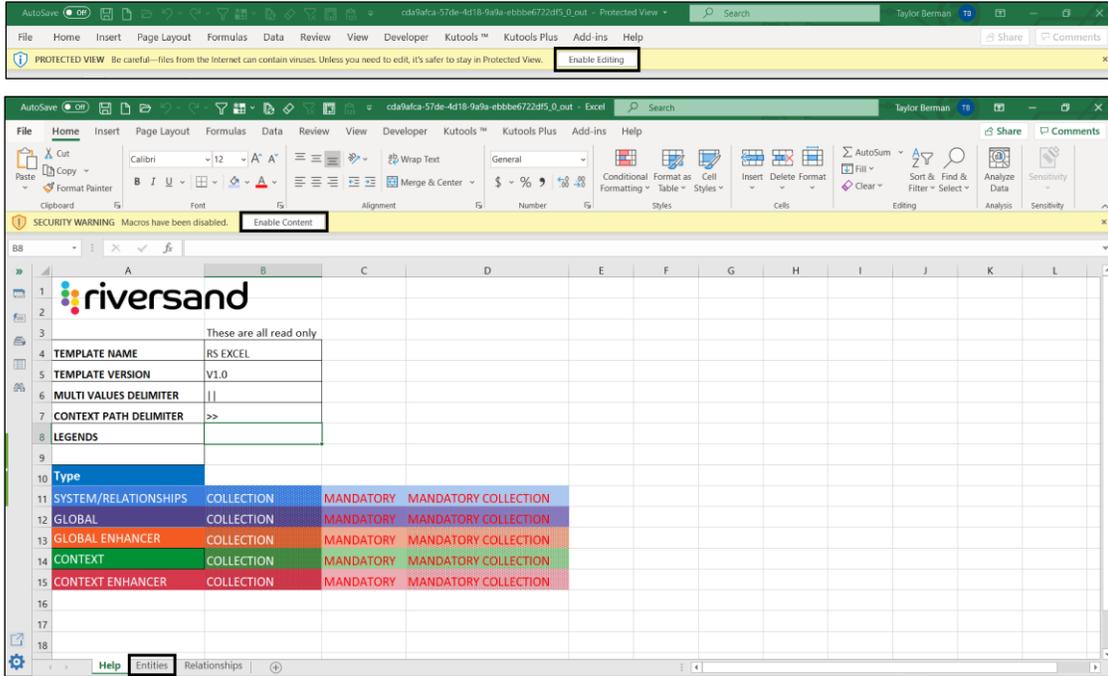
Note: The download may not be completed right away. If it still says Processing, click on Refresh  You may need to click refresh more than once. Once the Task Status says Completed, you can then download the file.

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:



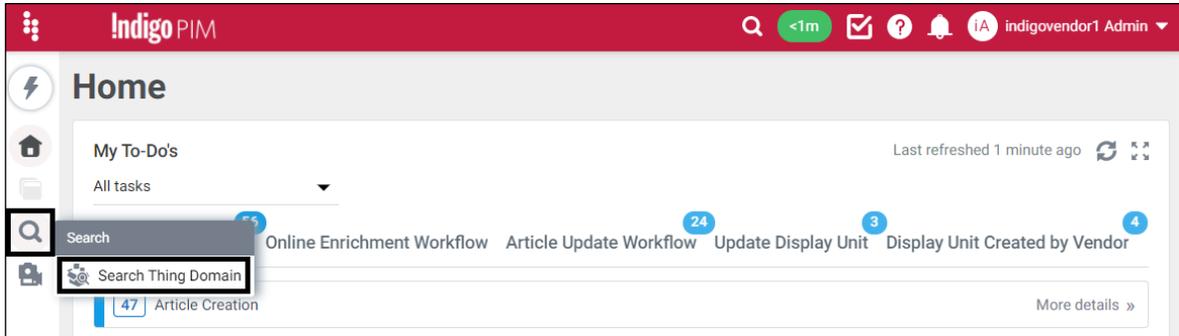
2. Make your updates and then **Save the file** – you can rename the file – the system does not require the same file name to be uploaded.

The screenshot shows the Excel spreadsheet with the following data:

System Attributes	Enhancer Attr	Matching Attr	1B-Product Description	1D-Product Pricing					
Action	Type	ID	Name	PIM Hierarchy	UPC/EAN	Vendor Article Name	Vendor Cost Price	Cost Price Currency	Vendor MSRP (CAD)
article	NcdLeoym	670592480018		PIM Hierarchy>	670592480018	Bellissima Taupe Rug 2'2" x 3'0"	32.48	CAD - Canadian Dollar	59.99
article	e0AZxPz2S	670592470866		PIM Hierarchy>	670592470866	Cleo Turquoise Shag 7'10" x 10'0"	146.33	CAD - Canadian Dollar	249.99
article	tm_CFZarT	670592452817		PIM Hierarchy>	670592452817	Platinum Grey Rug 3'11" x 5'7"	49.89	CAD - Canadian Dollar	89.99

STEP 3: UPLOAD FILE TO PIM

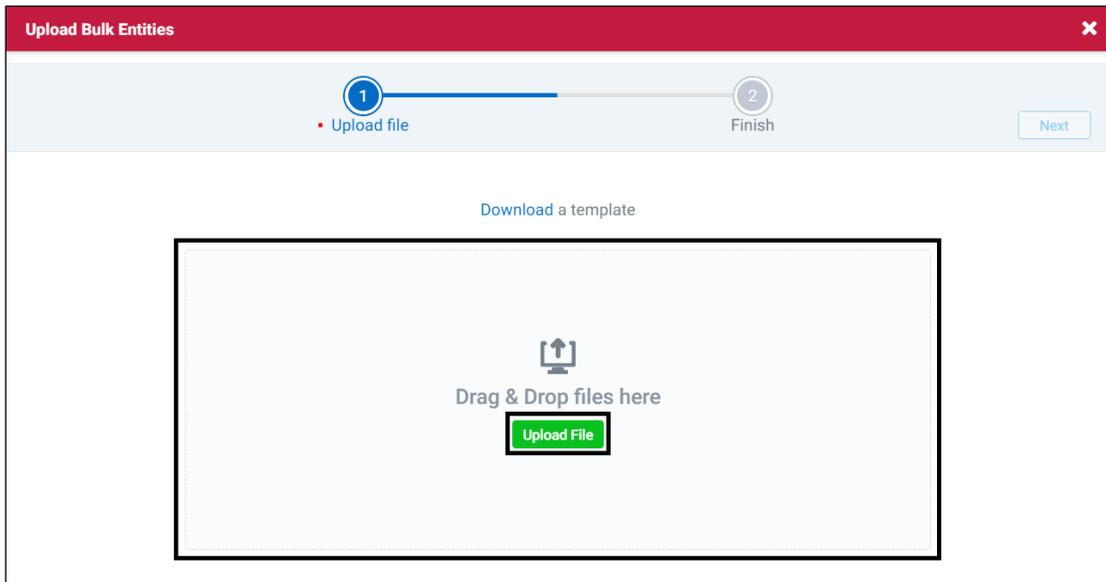
1. Click  Search > Search Thing Domain:



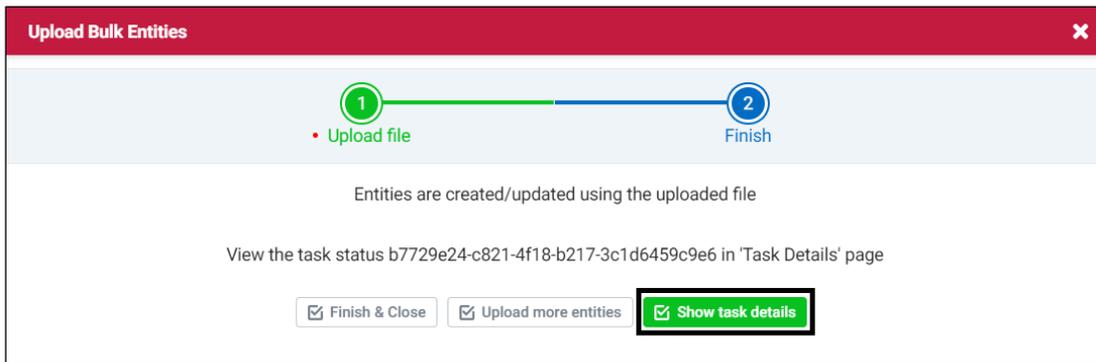
2. Select the upload arrow  from the Search Screen:



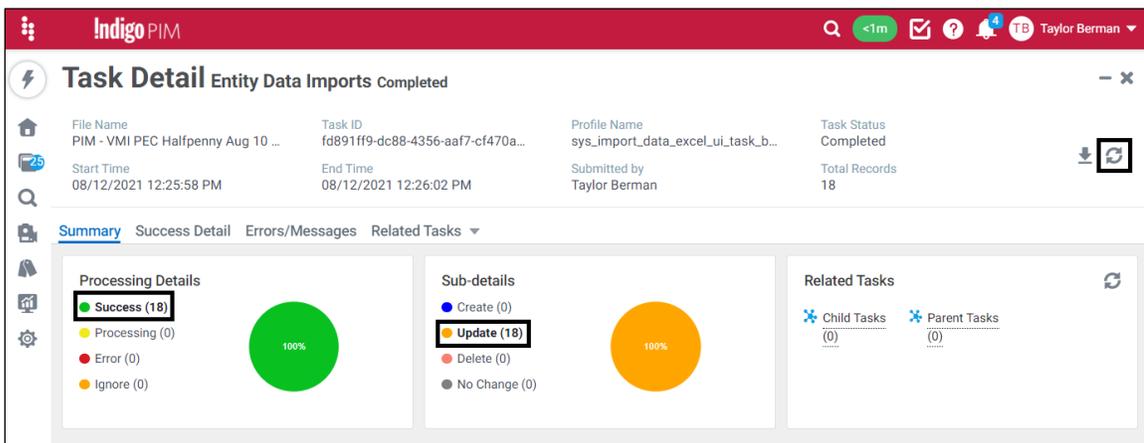
3. Click Upload File to browse and select the file to upload, or drag and drop the file from your computer:



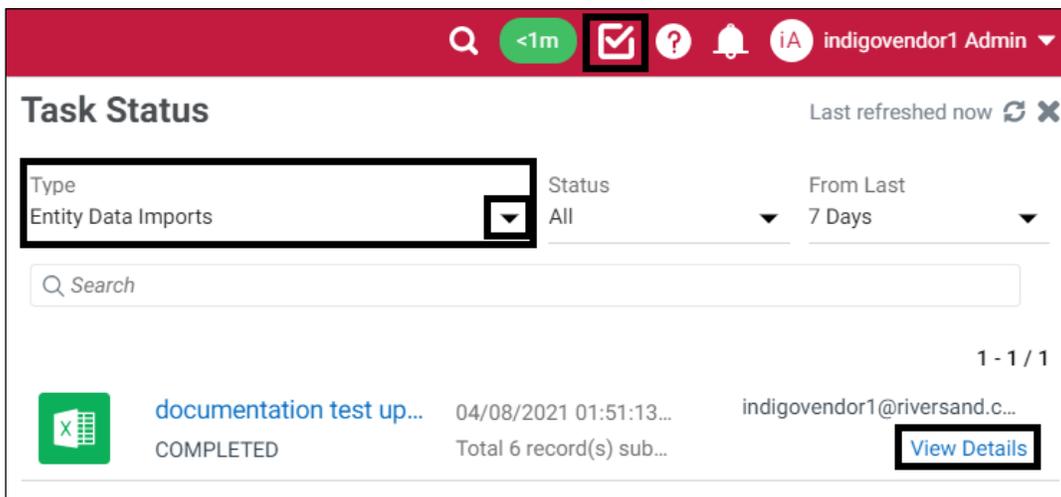
- Click Show Task Details:



- 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  from the Top Bar menu, select "Entity Data Imports" from the Type dropdown, and click View Details to view the Task Detail page:



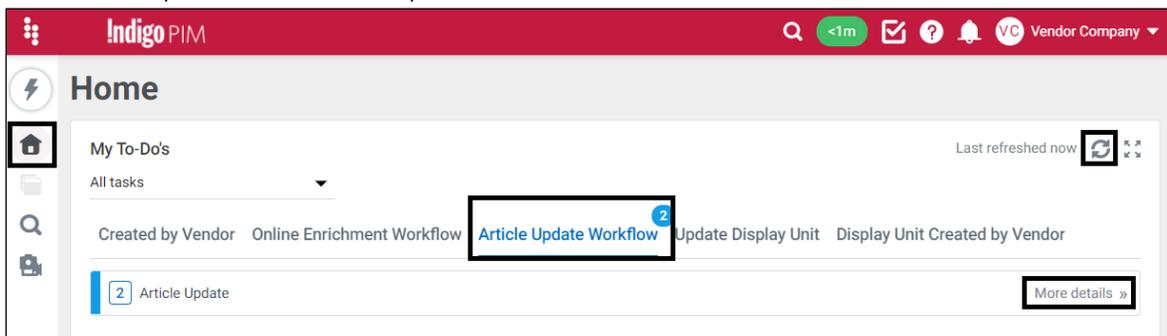
STEP 3.1: FOR MASTER/INNER CARTON UPDATES

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

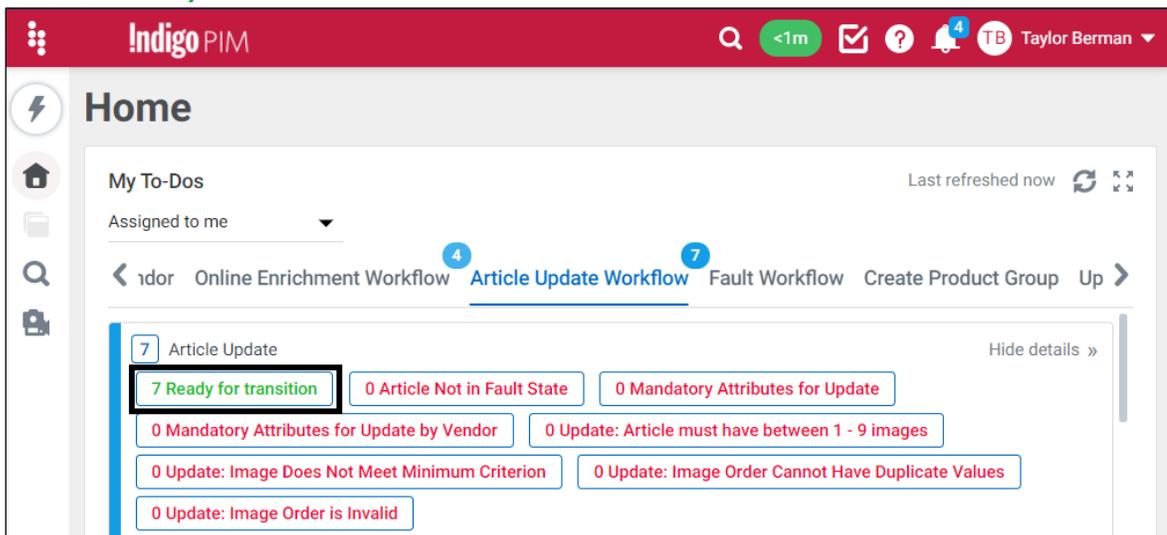
If Vendor Master Carton or Vendor Inner Carton have been updated, they will need to make the changes to the corresponding Indigo attributes. You should not publish the changes – they will make the updates and publish them.

STEP 4: PUBLISH UPDATES

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

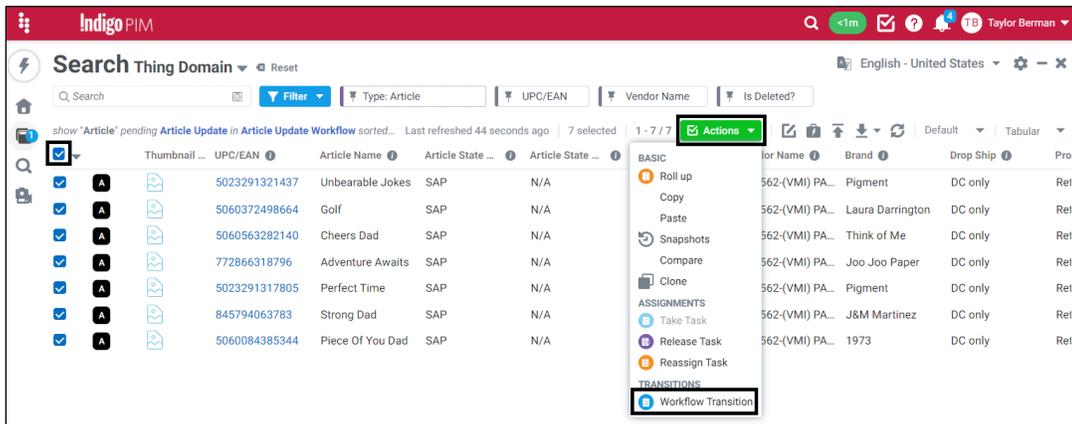


2. Click on **Ready for transition**:

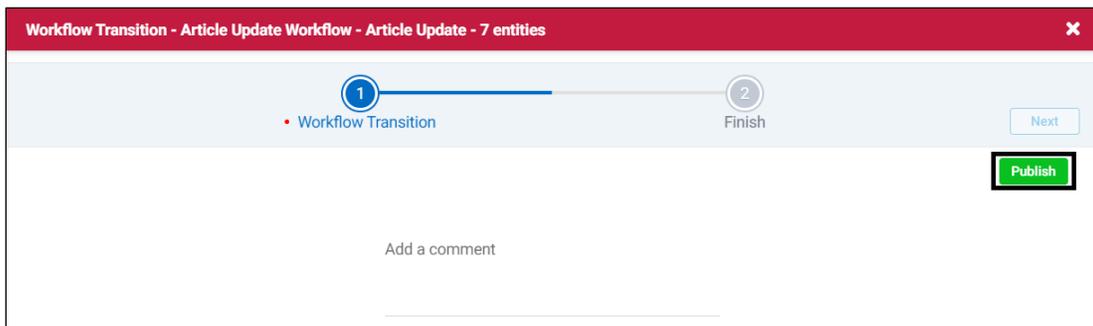


Note: If the articles are not under Ready for Transition, there may be some attributes that are missing or have invalid values. There may also be some values that you are not able to fix – if you cannot see anything missing but the articles are still not “ready for transition,” please reach out to PIM@indigo.ca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

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

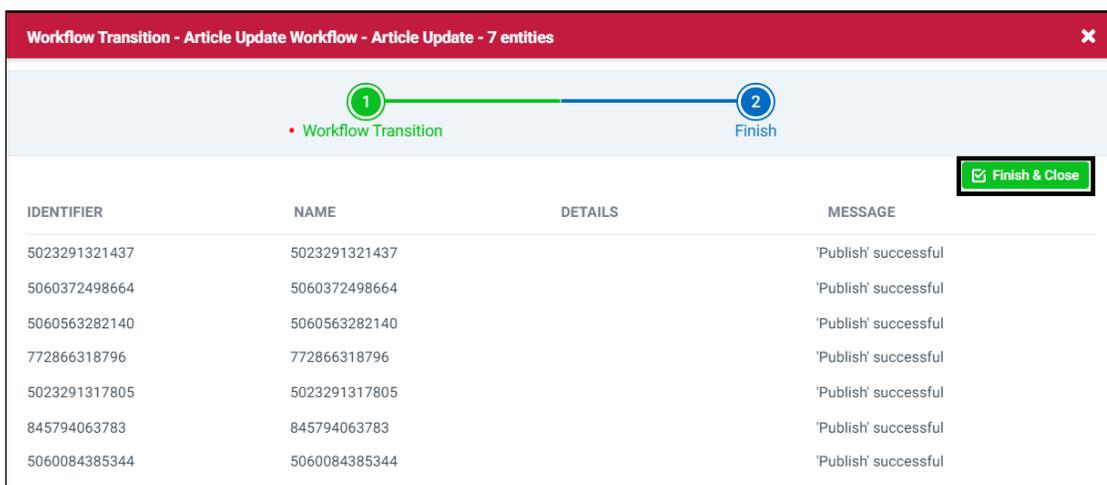


4. Click **Publish**:



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 were “Ready for transition”, the articles should all transition successfully.



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 DigitalOnboarding@indigo.ca with the list of UPCs that you made changes to so they can approve and publish them to the website.