

PIM TRAINING DOCUMENT USERS: VENDOR

Uploading Images

Latest Version: 10/5/2021



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:

