

Indigo PIM

Vendor Training Checklist

Please follow the tasks below in order to complete PIM training and set yourself up for success in creating and maintaining you article data.

- Go over this **PIM Vendor Training Checklist** to understand the order in which you should proceed with training
- Read the **PIM Vendor Guidelines** document to understand the foundations of PIM, Data Quality and Compliance
- The **URL for Indigo PIM** is <https://indigobm.riversand.com> – add it to your browser bookmarks for easy access.
- Review the **Mandatory Vendor Attributes** document and ensure you have all required product information before setting up articles.

Training Documents

Add New Products:

- To add one product to PIM, see the **PIM Article Creation – Single Article – UI** document
- To add multiple products to PIM using an excel template, see the **PIM Article Creation – Multiple Articles – Excel** document
- To create a Display Unit (Assortment with component articles/BOM), see the **PIM Display Unit Creation** document

Update Existing Products:

- To make updates to an existing article, see the **PIM Article Management** document
- To make updates to multiple existing articles using the excel template, see the **PIM Update Articles - Multiple Articles – Excel** document
- To update a Display Unit, see the **PIM Display Unit Management** document

Questions?

Review the **PIM FAQ** document or contact us at PIM@indigo.ca