

PIM TRAINING DOCUMENT USERS: VENDOR

Article Creation – Single Article

Latest Version: 1/23/2024

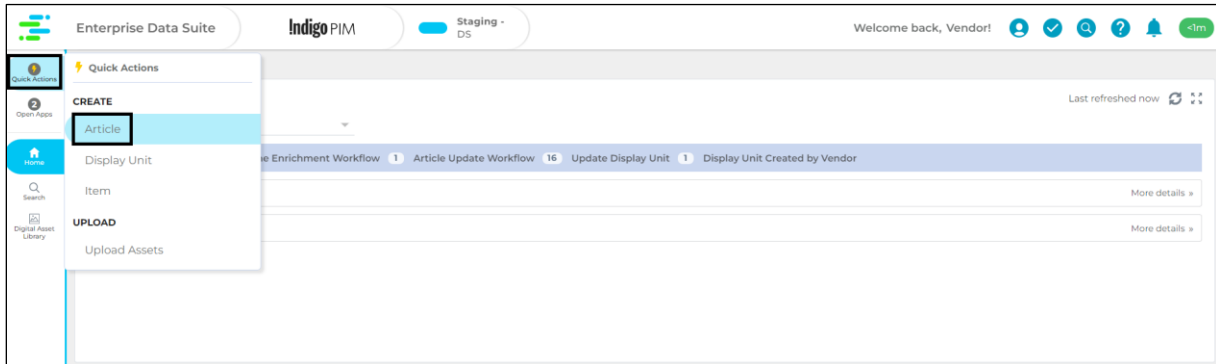


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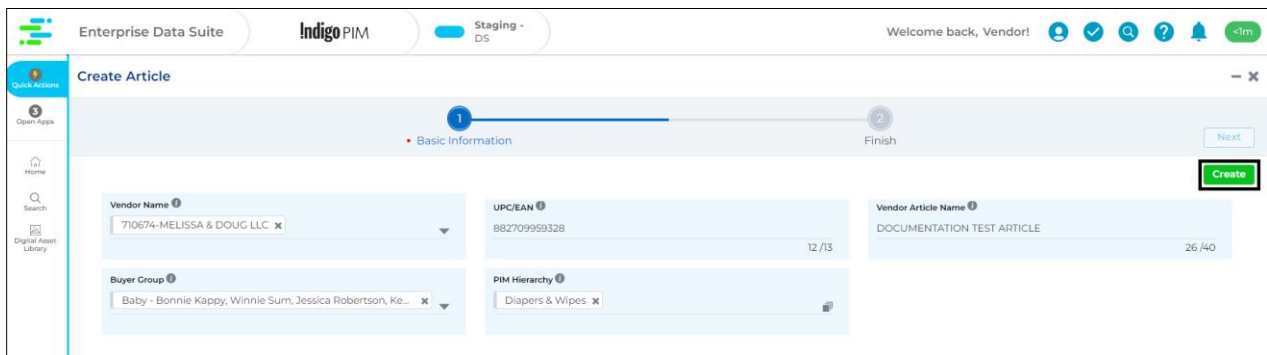
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STEP 1: CREATE BASIC ARTICLE

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



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



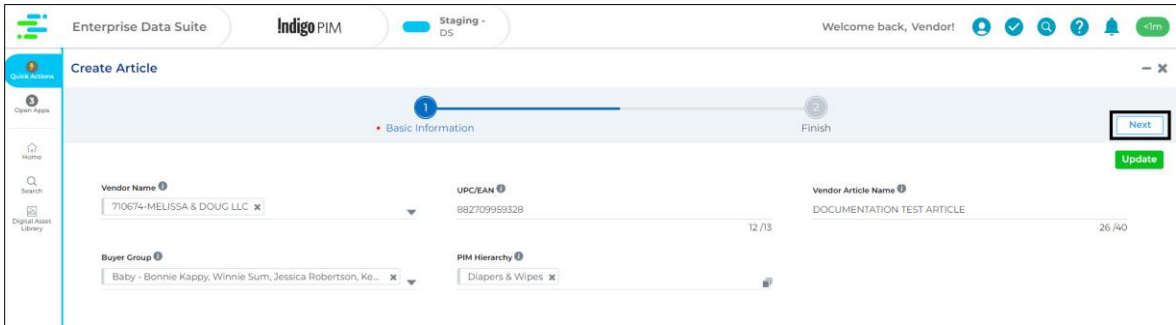
NOTE: UPC/EAN must be a valid 12-digit UPC-A or 13-digit EAN-13 barcode number.

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 with a description of your product and someone will advise you.

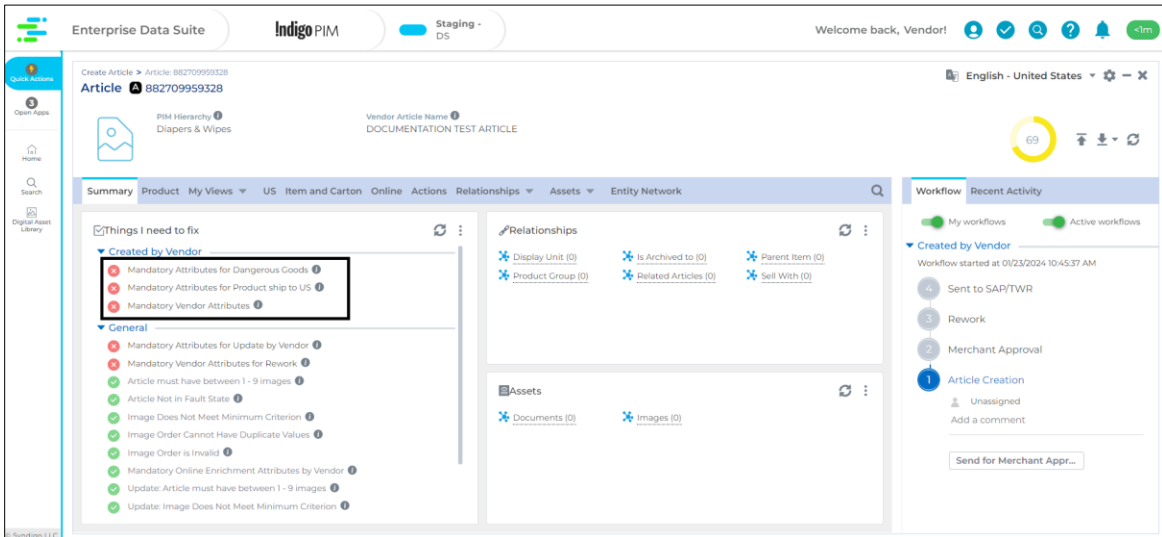
- A notice will appear at the bottom of the screen that says “Article Created” and you will see that you can now click on **Next**:



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



- You’ll be taken to the Manage Article page – click on **Mandatory Vendor Attributes**, **Mandatory Attributes for Dangerous Goods**, and **Mandatory Attributes for Product ship to US** from the Things I need to fix section and fill in all Mandatory Attributes:



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
 - Country of Origin
- **1F-Dangerous Goods**
 - Product is considered Dangerous Goods
 - Special Handling/Storage Requirements
 - Mandatory if Product is considered Dangerous Goods is TRUE
 - Dangerous Goods Classification
 - Mandatory if Product is considered Dangerous Goods is TRUE
- **3A-Item Dimensions**
 - Length
 - Width
 - Height
 - Consumer Package Length
 - Consumer Package Width
 - Consumer Package Height
 - Measurement Unit
 - Weight
 - Consumer Package Weight
 - Weight Unit
- **3B-Master and Inner Carton**
 - Vendor Master Carton Qty
 - Has An Inner Carton?
 - Vendor Inner Carton Qty
 - 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
- **2E-US Eligibility**
 - Product is eligible to ship to the US
 - If TRUE, additional attributes are required

Mandatory US Attributes

If your products are to be sold in our US store (Product is eligible to ship to the US = TRUE), you must also add the US attributes.

- Vendor Short Item Name US
- Kiosk Item Name US
- Kiosk Product Description US
- Vendor MSRP US
- Product is Infant/Children Sleepwear
- Product is for Children <= 12 Years Old
- Product is Arts & Crafts Supplies
- Product contains Wood or Plant Material
- Product is made of Textile Material
- Product comes in contact with Food or Drink
- Product is a Medical Device
- Product is for Skincare
- Product is a Ride-On Toy
- Manufacturer's Name***
- Manufacturer's Address***
- Material Content***
- Product Has Tracking Labels****
- Product Has Sleepwear Labels*****

***Mandatory if any of the following are TRUE: Product contains Wood or Plant Material, Product is made of Textile Material, Product comes in contact with Food or Drink, Product is a Medical Device, Product is for Skincare

****Mandatory if any of the following are TRUE: Product is Infant/Children Sleepwear, Product is for Children <= 12 Years Old, Product is Arts & Crafts Supplies

*****Mandatory if Product is Infant/Children Sleepwear is TRUE

Mandatory Documents for US Eligible Articles

If your products are eligible for shipping to the US, and any of the below attributes are TRUE, you are required to upload the relevant documents.

Document Type	Document Name	Required If Any of Below Attributes are TRUE
Safety Data Sheet	SDS_FileName.pdf	<ul style="list-style-type: none"> • Product is considered Dangerous Goods
CPC Certificate	CPC_FileName.pdf	<ul style="list-style-type: none"> • Product is Infant/Children Sleepwear • Product is for Children <= 12 Years Old • Product is Arts & Crafts Supplies
Proof of Product Testing	PPT_FileName.pdf	<ul style="list-style-type: none"> • Product is Infant/Children Sleepwear • Product is for Children <= 12 Years Old • Product is Arts & Crafts Supplies
LHAMA	LHM_FileName.pdf	<ul style="list-style-type: none"> • Product is Arts & Crafts Supplies
Lacey Certificate	LAC_FileName.pdf	<ul style="list-style-type: none"> • Product contains Wood or Plant Material
Toxicology Assessment	TXA_FileName.pdf	<ul style="list-style-type: none"> • Product is Arts & Crafts Supplies

For more information on how to upload the documents and attach them to your articles, please see [STEP 2.2: Uploading & Attaching Documents to Articles](#)

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

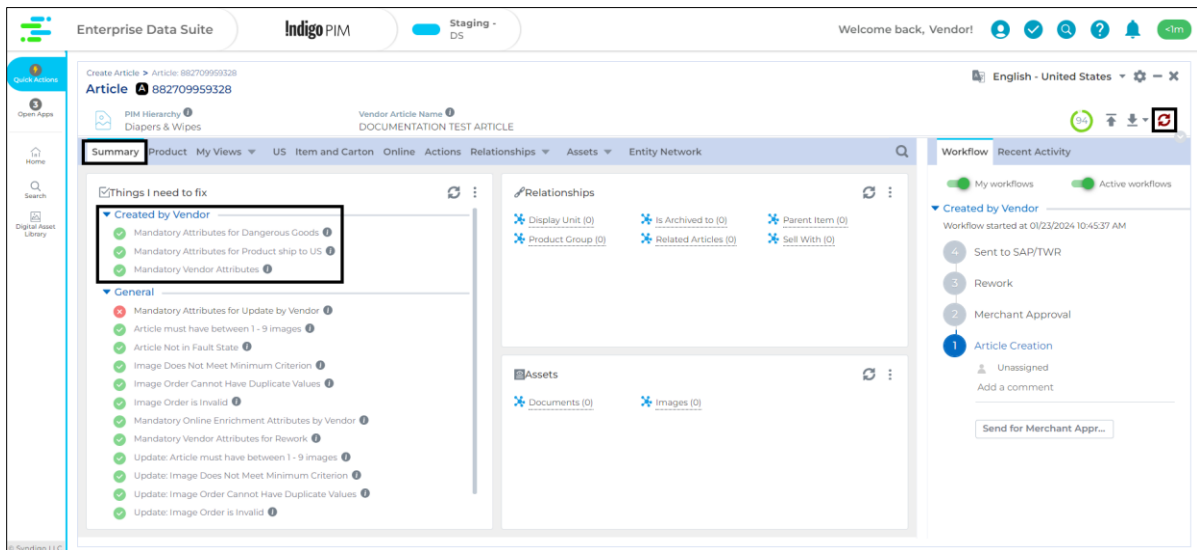
For **Drop Ship** products, these attributes (and images) are **mandatory** to send the articles for merchant approval. For DC only, online enrichment can be added at a later time, but must be added at least two weeks before the products land in our Online DC.

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

The screenshot displays the 'Create Article' interface in the Indigo PIM system. The article ID is 882709959328. The vendor article name is 'DOCUMENTATION TEST ARTICLE'. The page is titled 'Mandatory Vendor Attributes' and includes a progress bar with two steps: '1. Manage attributes' (active) and '2. Manage relationships'. A message states: 'Vendor needs to fill in all attributes that are mandatory for sending a new article for merchant approval.' The 'Save' button is highlighted in green. The form includes the following sections:

- 3B-Master and Inner Carton:** Vendor Master Carton Qty (24, Required), Has An Inner Carton? (TRUE/FALSE), Vendor Inner Carton Qty.
- 4C-Online Product Attributes:** Vendor Drop Ship (DC only, Required).
- 4D-Online Product Name and Description:** Core Online Product Name, Online French Item Name.

3. Click on the Summary tab and then click the Refresh button. If you have entered all of the required information, the business conditions will show green check marks and you can move on to Step 3: Send for Merchant Approval.



NOTE: ONLY the conditions under the Created by Vendor section need 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.

4. If you did not fill in all required attributes on the Mandatory Vendor Attributes tab or if your products are Drop Ship eligible or require documents to be uploaded, 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 2.1: Upload Images](#). If your products are eligible to ship to the US and require documents to be uploaded, see [STEP 2.2: Uploading & Attaching Documents to Articles](#). Once you have 3 green check marks, you can move on to [STEP 3: Send for Merchant Approval](#).

STEP 2.1: UPLOAD IMAGES

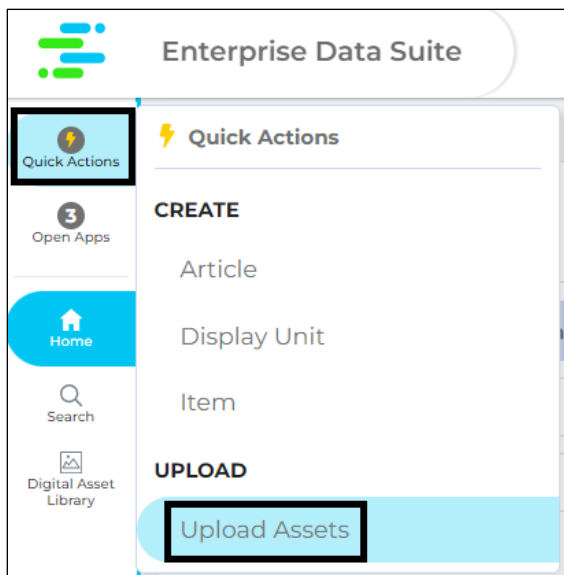
If your article will be sold online, you must provide images at least two weeks before the product arrives in our DC. PIM can accept up to 9 images per item.

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 2.2: UPLOADING & ATTACHING DOCUMENTS TO ARTICLES

Documents must be named with corresponding prefixes in order for the system to register them as the appropriate documents and allow you to send the articles for merchant approval.

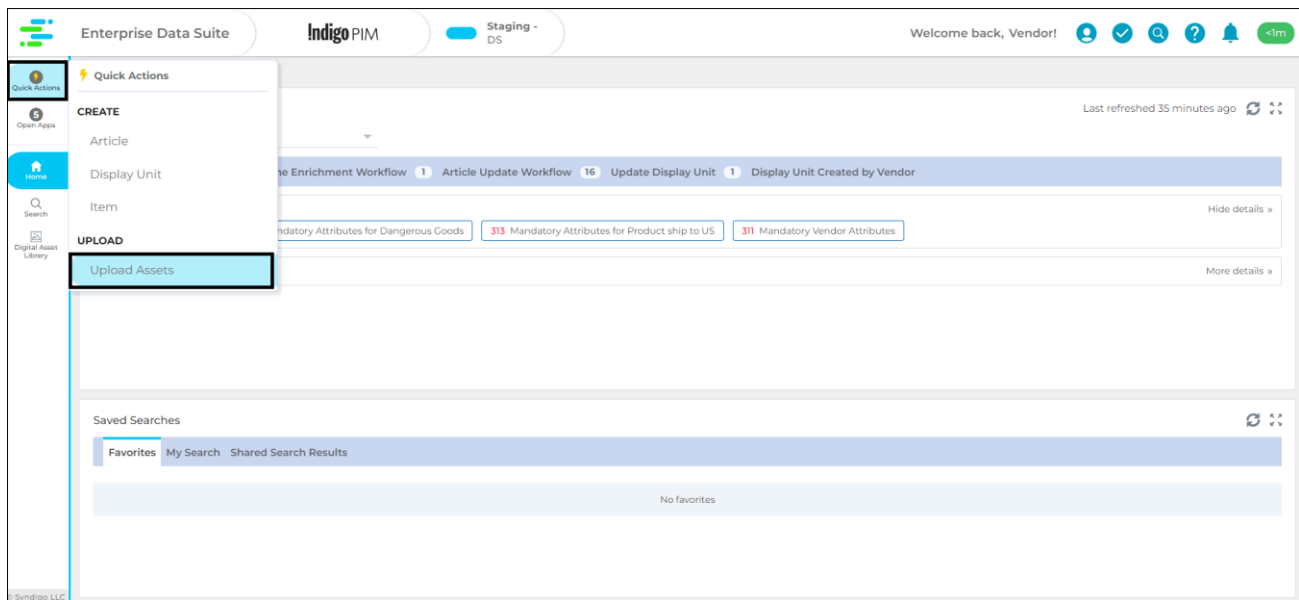
Document Naming Convention & Requirements

Your documents should be .pdf files and can have any file name, however the file name must begin with the 3 letter prefix indicated in the table below.

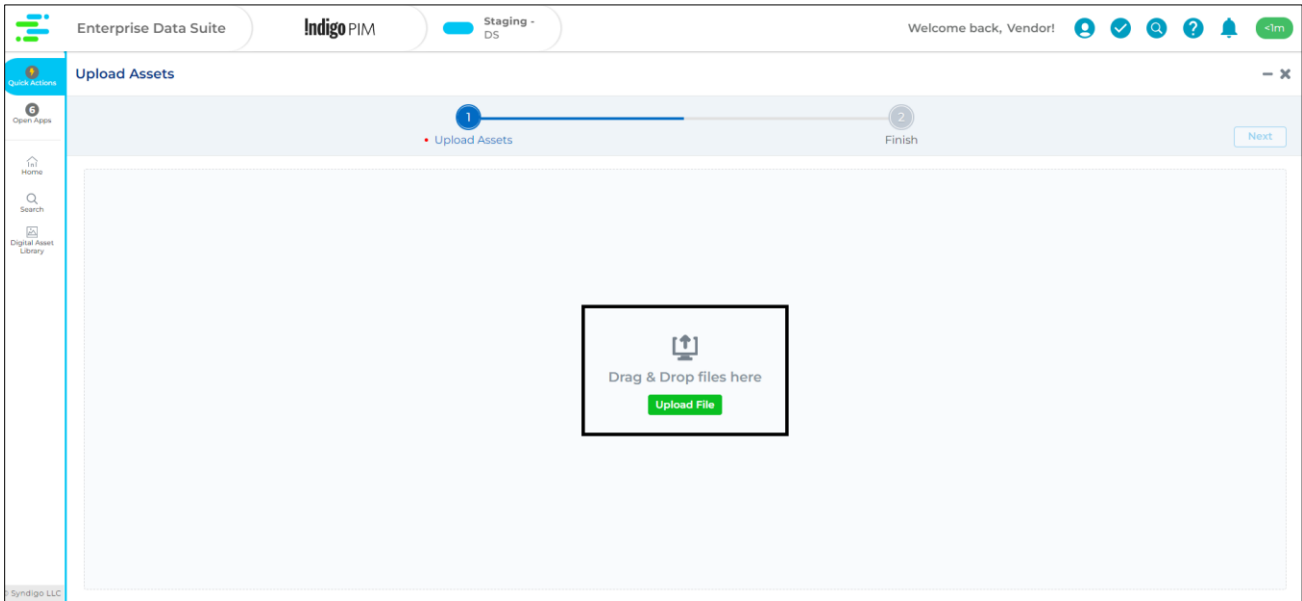
Document Type	Document Name	Required If Any of Below Attributes are TRUE
Safety Data Sheet	SDS_FileName.pdf	<ul style="list-style-type: none"> Product is considered Dangerous Goods
CPC Certificate	CPC_FileName.pdf	<ul style="list-style-type: none"> Product is Infant/Children Sleepwear Product is for Children <= 12 Years Old Product is Arts & Crafts Supplies
Proof of Product Testing	PPT_FileName.pdf	<ul style="list-style-type: none"> Product is Infant/Children Sleepwear Product is for Children <= 12 Years Old Product is Arts & Crafts Supplies
LHAMA	LHM_FileName.pdf	<ul style="list-style-type: none"> Product is Arts & Crafts Supplies
Lacey Certificate	LAC_FileName.pdf	<ul style="list-style-type: none"> Product contains Wood or Plant Material
Toxicology Assessment	TXA_FileName.pdf	<ul style="list-style-type: none"> Product is Arts & Crafts Supplies

Upload Documents

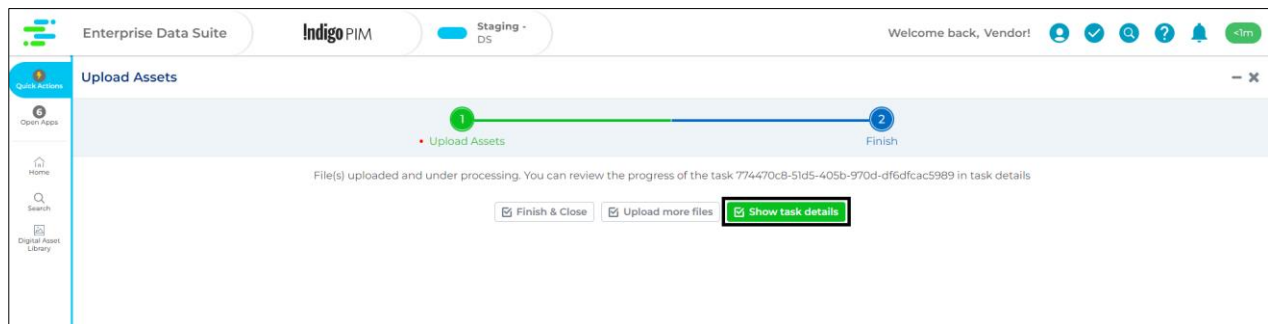
1. To Upload your documents, click on **Quick Actions > Upload Assets:**



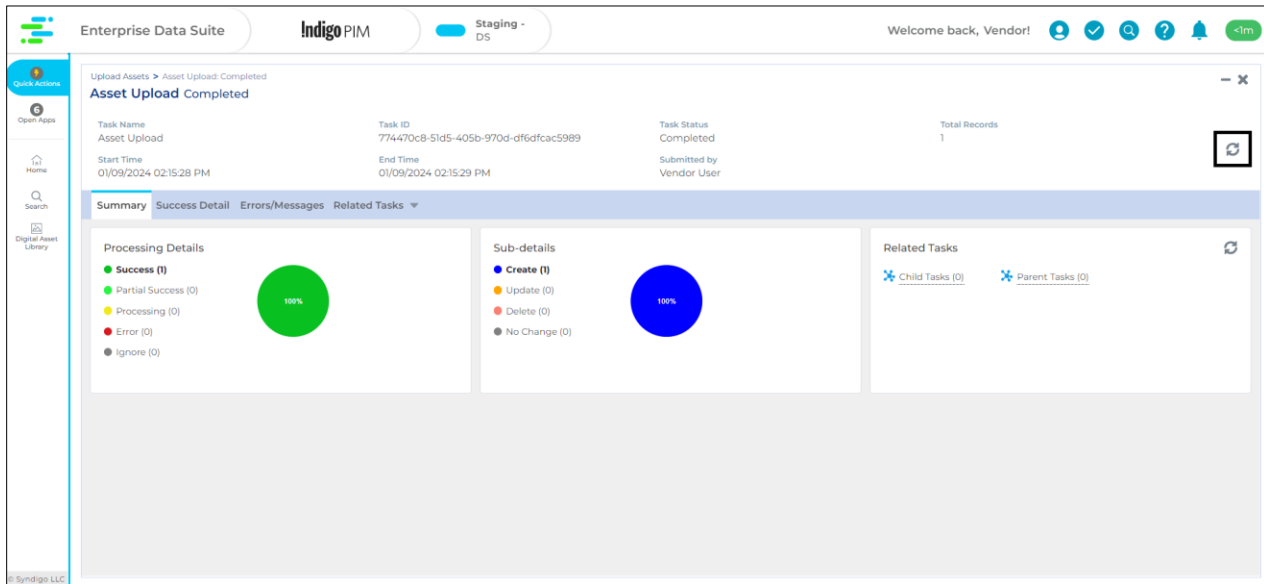
2. Drag and Drop your documents or click on **Upload File**:



3. Click on **Show task details**:

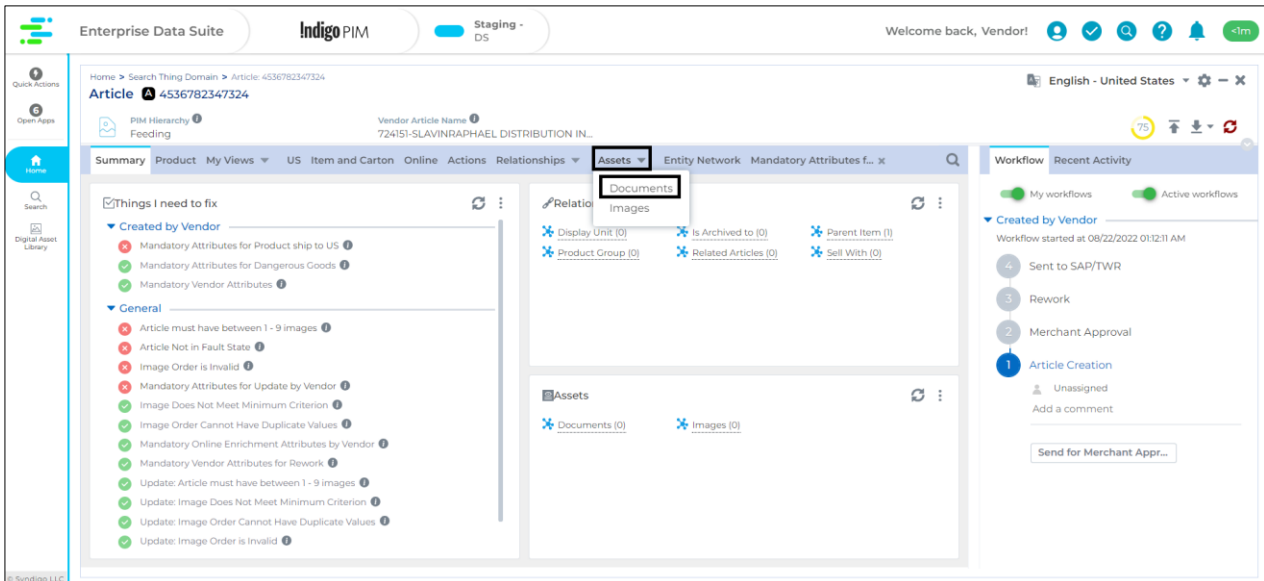


- You may need to click on refresh a few times, but eventually you should see the processing details say Success and the Sub-details say Create:

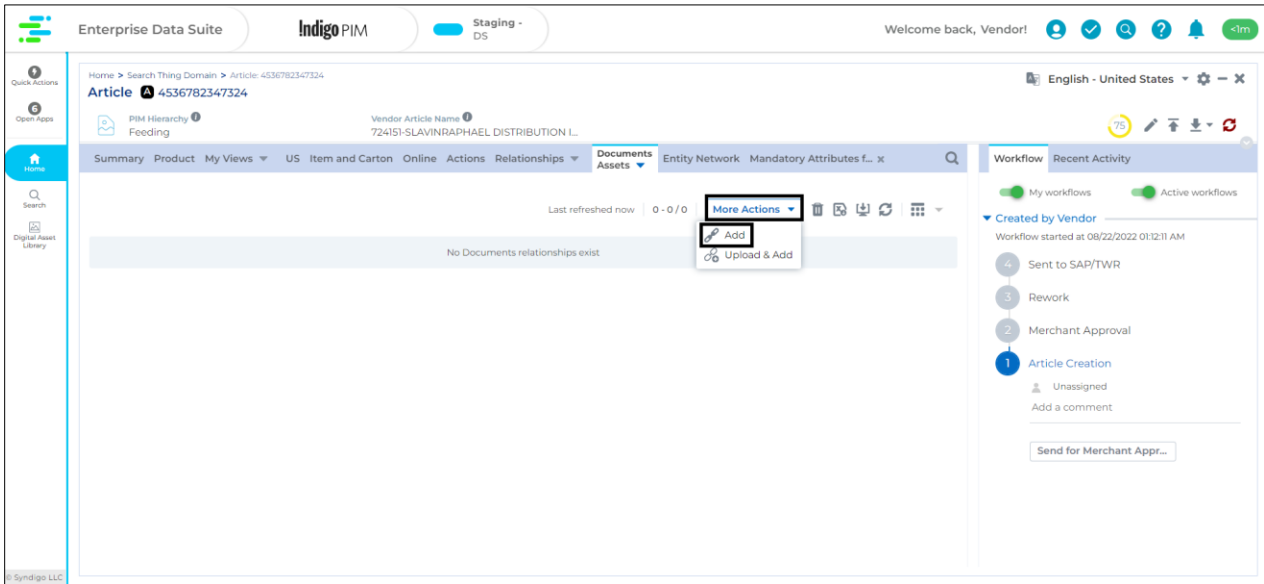


Attach Documents to Articles

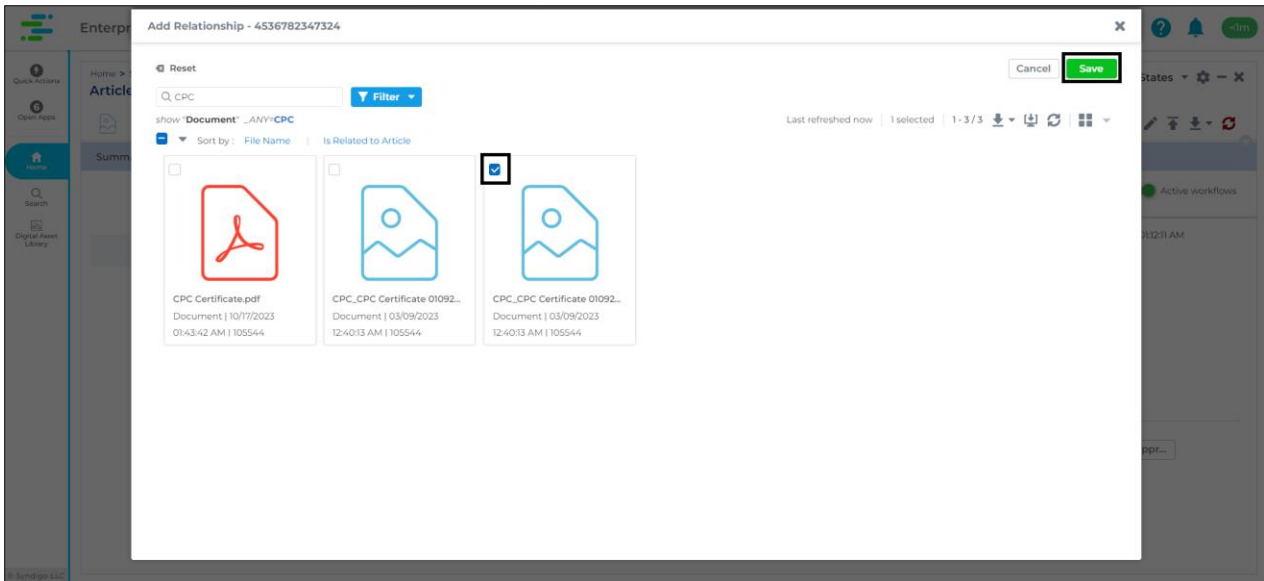
- From the Manage Article page, click on **Assets > Documents**:



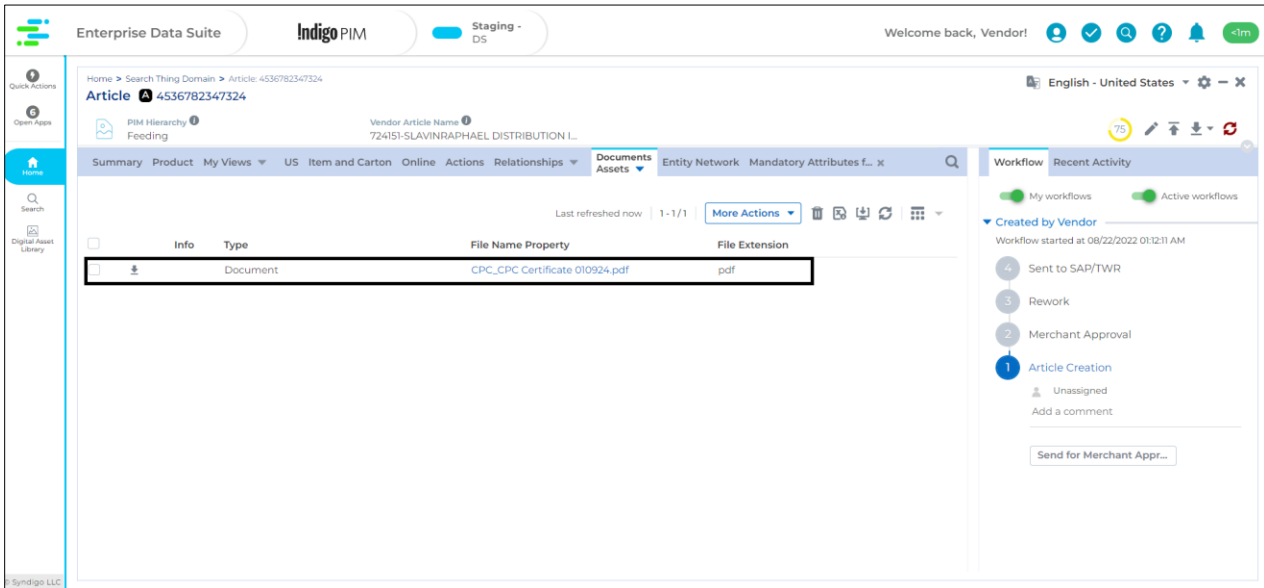
2. Click on **More Actions** > **Add**:



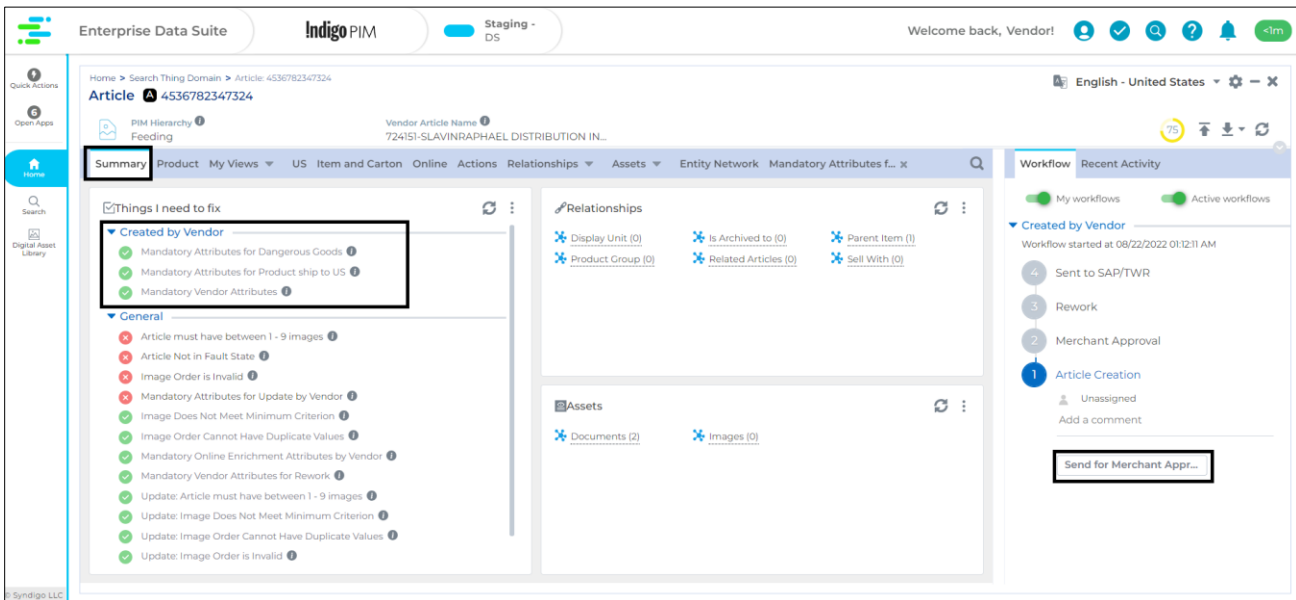
3. Find your file by searching for the file name or scrolling through the list of documents – select your document(s) and click Save:



4. You should now see your document(s) attached to the article:



5. Once the proper documents have been uploaded, and all required attributes have been filled out, you should have all green checkmarks under Created by Vendor and your article should be ready to send for merchant approval:

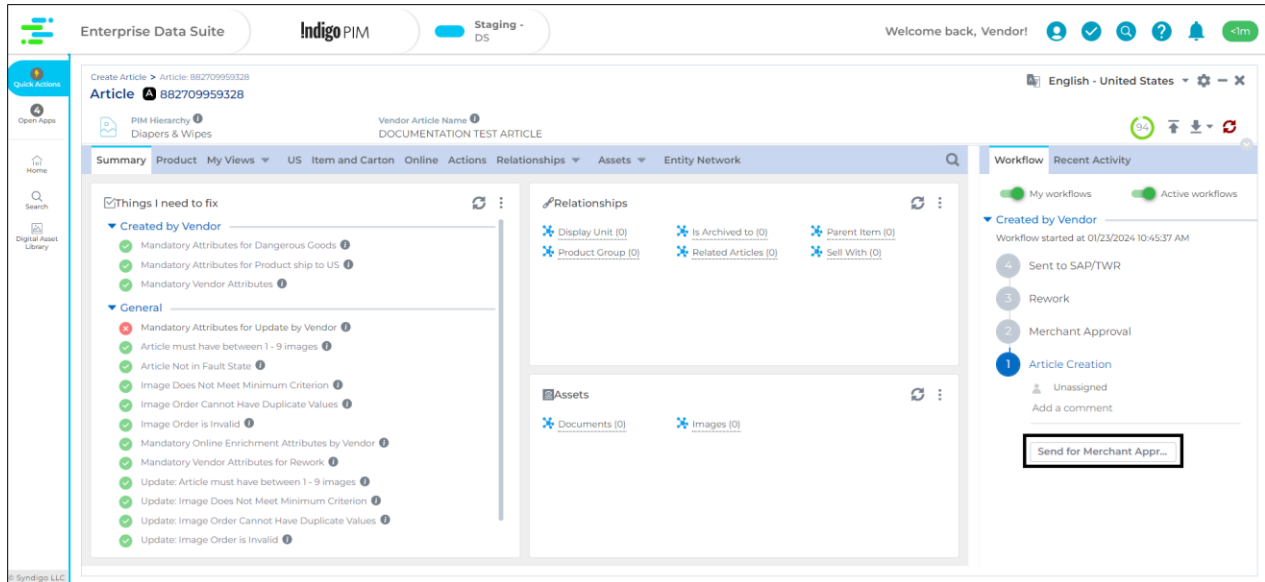


STEP 3: SEND FOR MERCHANT APPROVAL

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

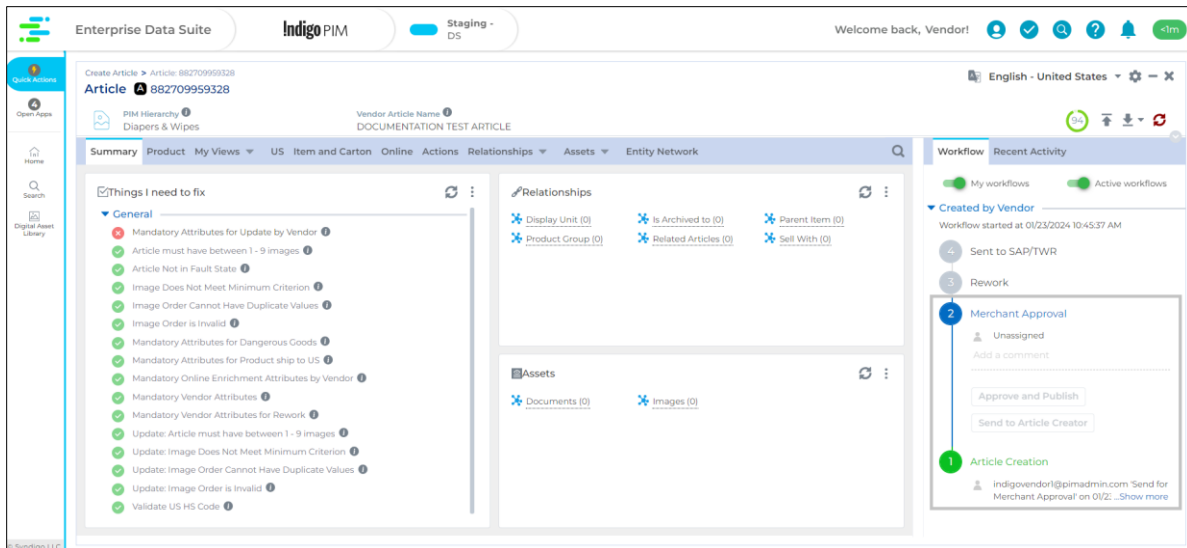
Single Article

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.

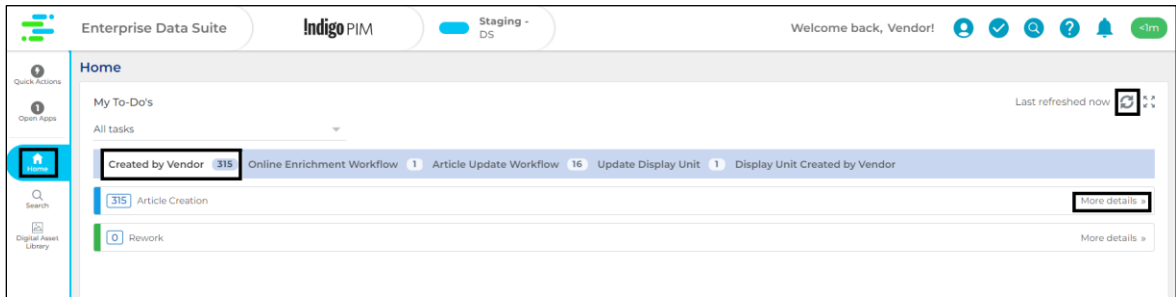
2. A message will pop up saying the article has successfully been sent for merchant approval, and the page will update – you will see that the article is now in the Merchant Approval step of the workflow:



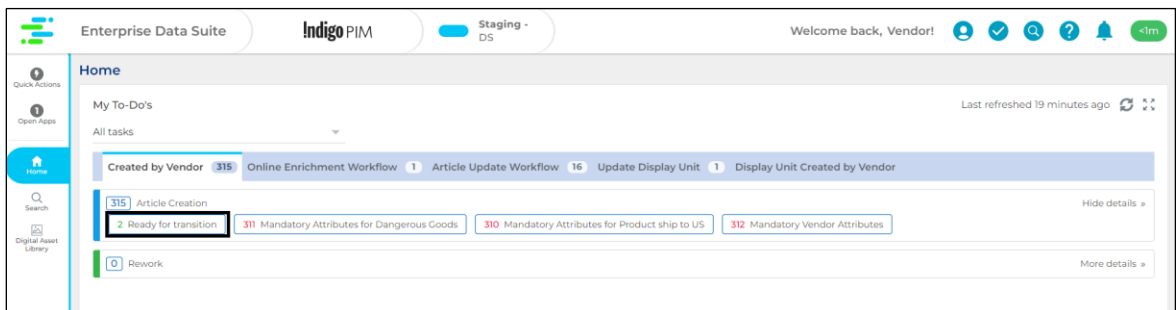
Multiple Articles

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:

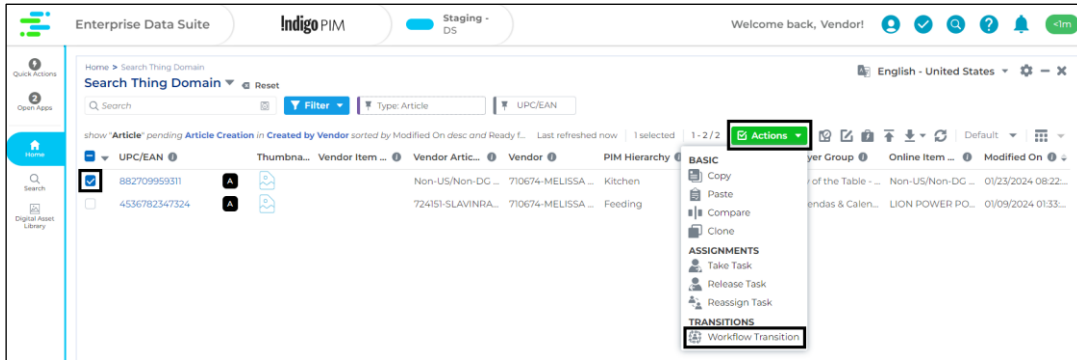


2. Click on **Ready for transition:**

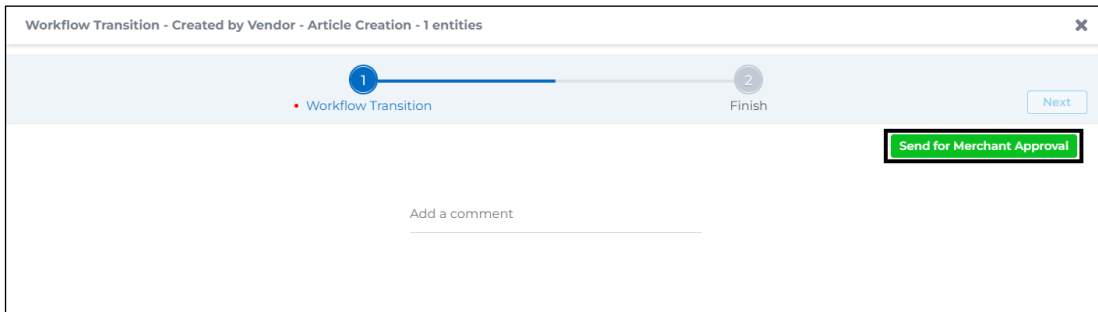


Note: If there are articles under Mandatory Vendor Attributes, Mandatory Attributes for Dangerous Goods, or Mandatory Attributes for Product ship to US, it means that one or more of the Mandatory Vendor Attributes or required documents are missing or the data is formatted incorrectly. Go back into the articles and make any corrections necessary.

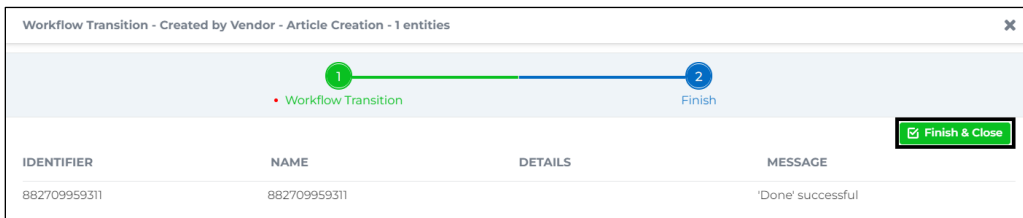
3. Select the Articles and click **Actions > Workflow Transition**:



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 **'Done' successful** – 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.