

PIM TRAINING DOCUMENT

USERS: VENDOR

Article Creation - Excel Template


Latest Version: 1/23/2024

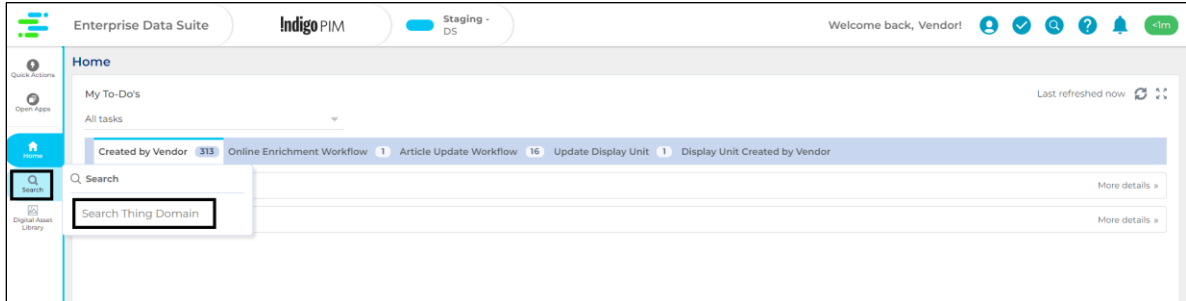



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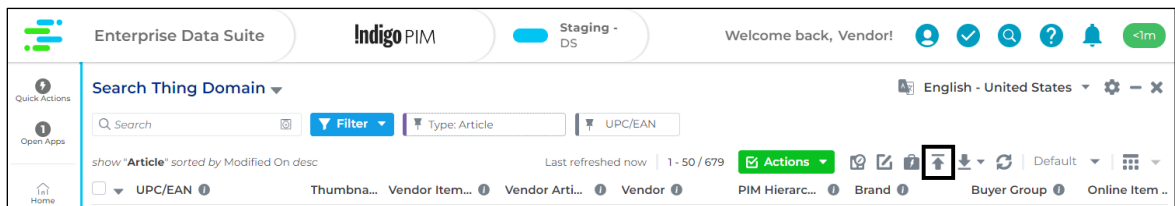
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STEP 1: DOWNLOAD A PIM TEMPLATE

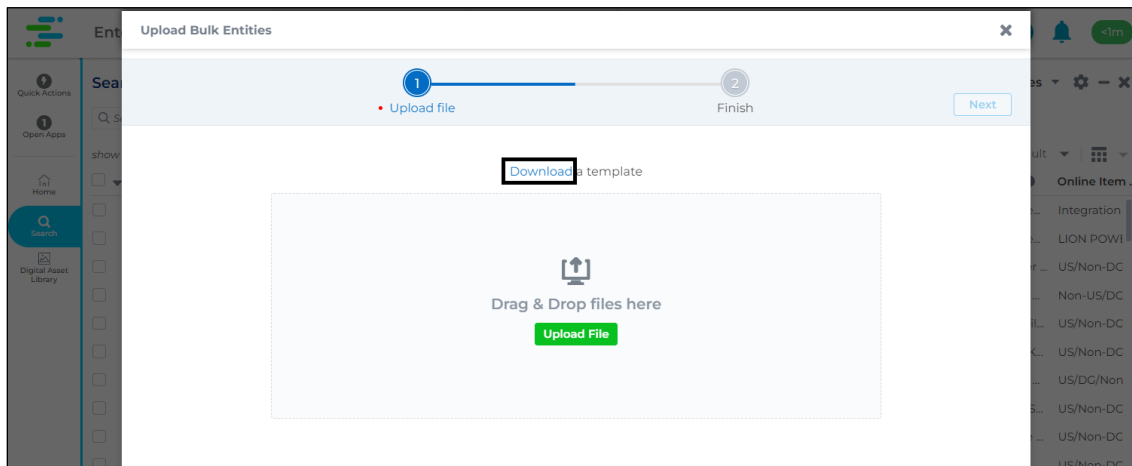
1. Click  Search > Search Thing Domain:



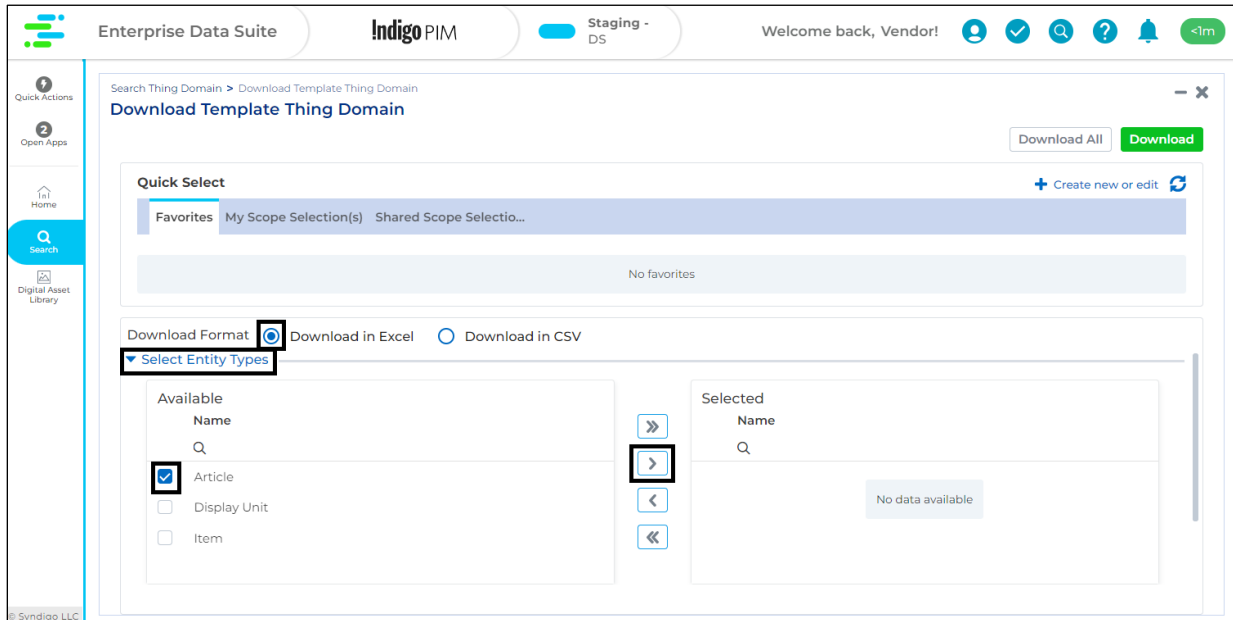
2. Select the upload arrow  from the Search Screen to Download a template:



3. Click [Download](#) a template:

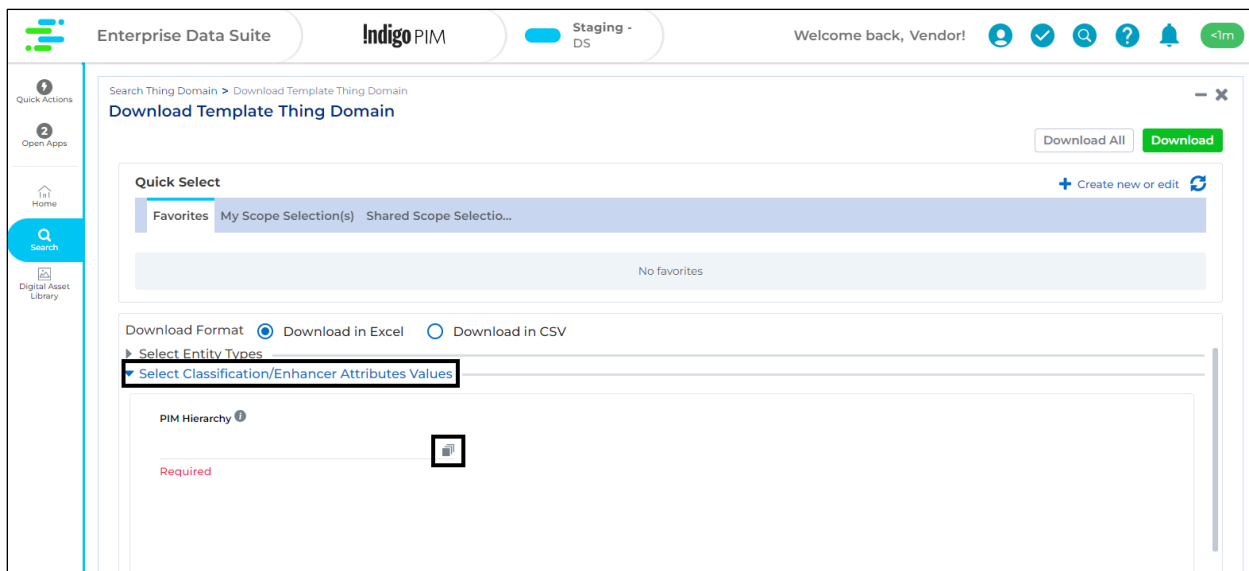


4. Select **Article** from the Available Entity Types and click the single arrow to move it into the Selected screen:

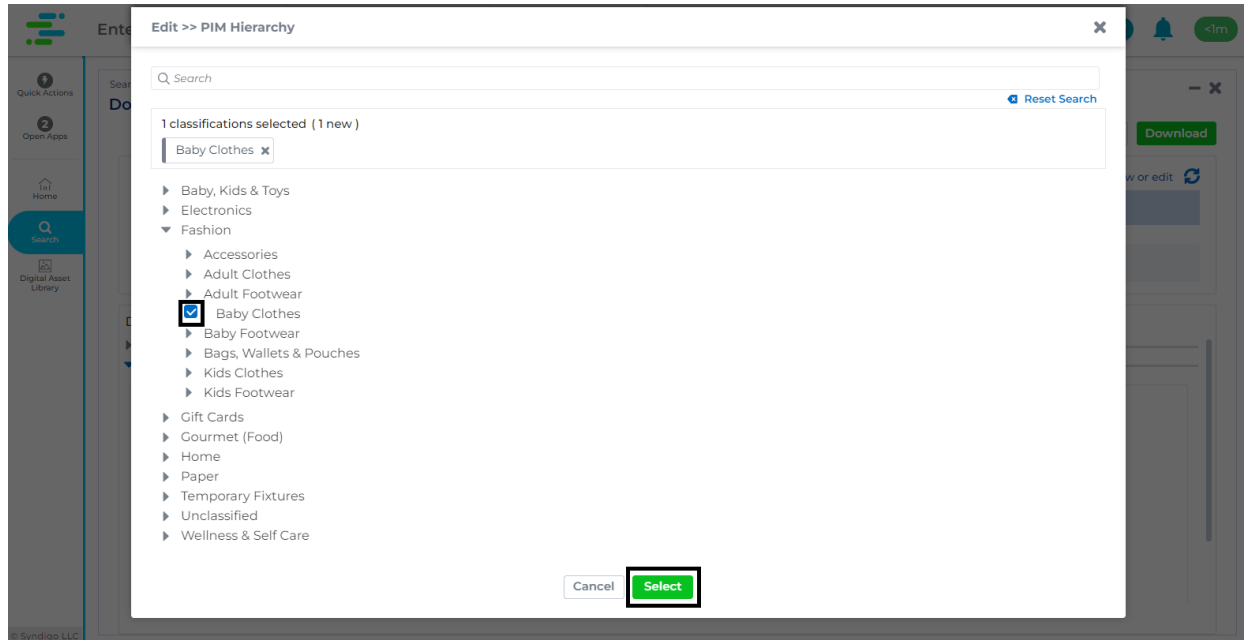


Note: Do not select Display Unit when you are creating articles. If you do have a Display Unit to create, you can download a separate template, but we recommend creating Display Units directly in PIM.

5. Scroll down and open the Select Classification/Enhancer Attributes Values and open the PIM Hierarchy selection screen:

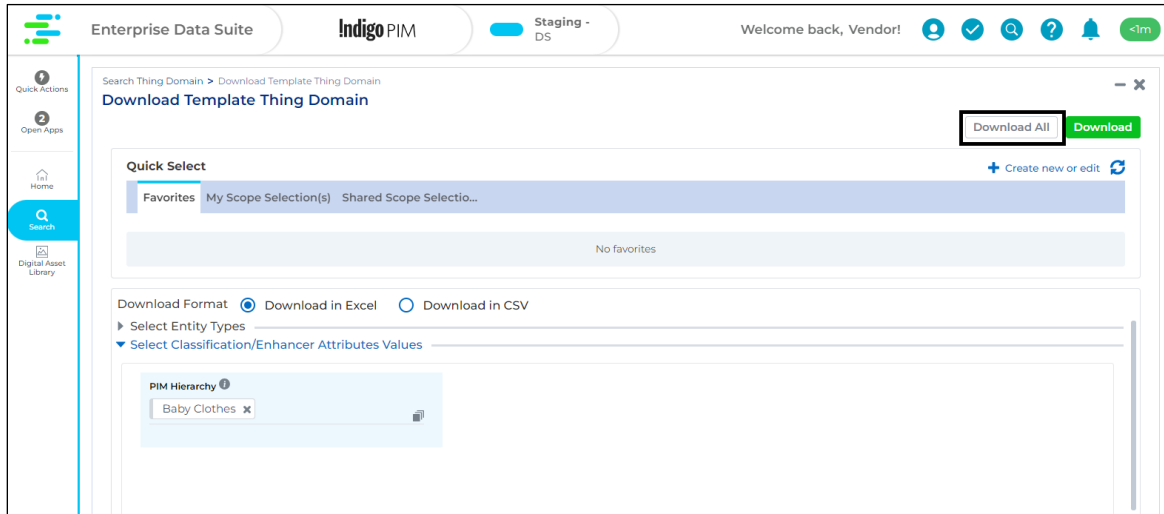


6. Find the PIM Hierarchy that your products fall under – type a keyword in the search or click through the nodes – select the Hierarchy, and then click select:

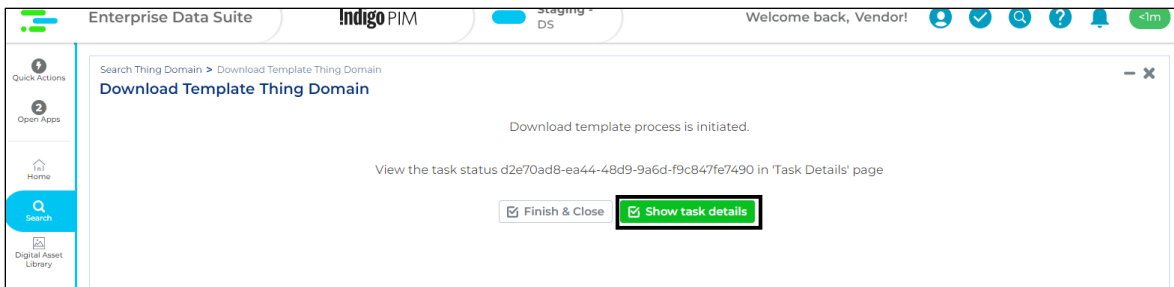



Note: You can select multiple PIM Hierarchies if you need to create articles that fall under different hierarchies. If you are unsure of which PIM Hierarchy you should choose, please email PIM@indigo.ca with a list of the type of products you carry, and someone will advise you.

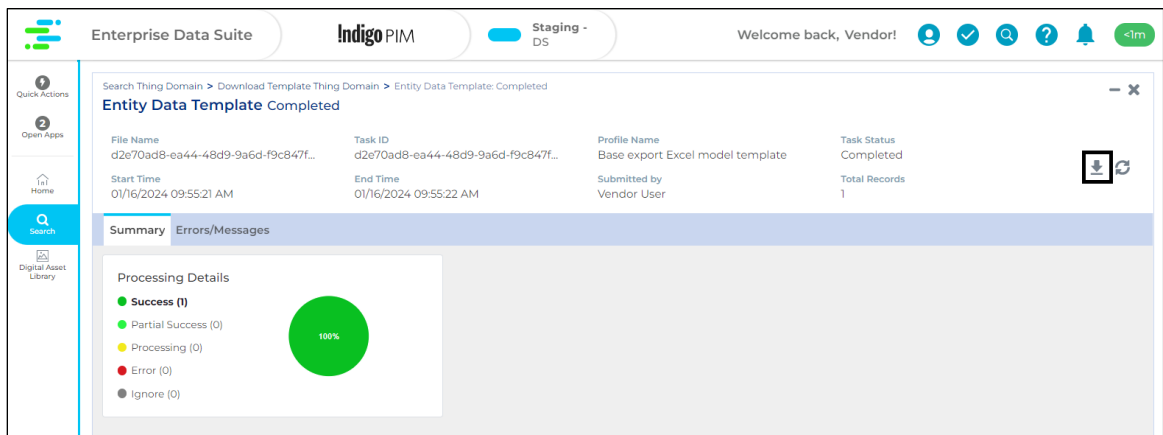
7. Click Download All:




8. Click Show task details:

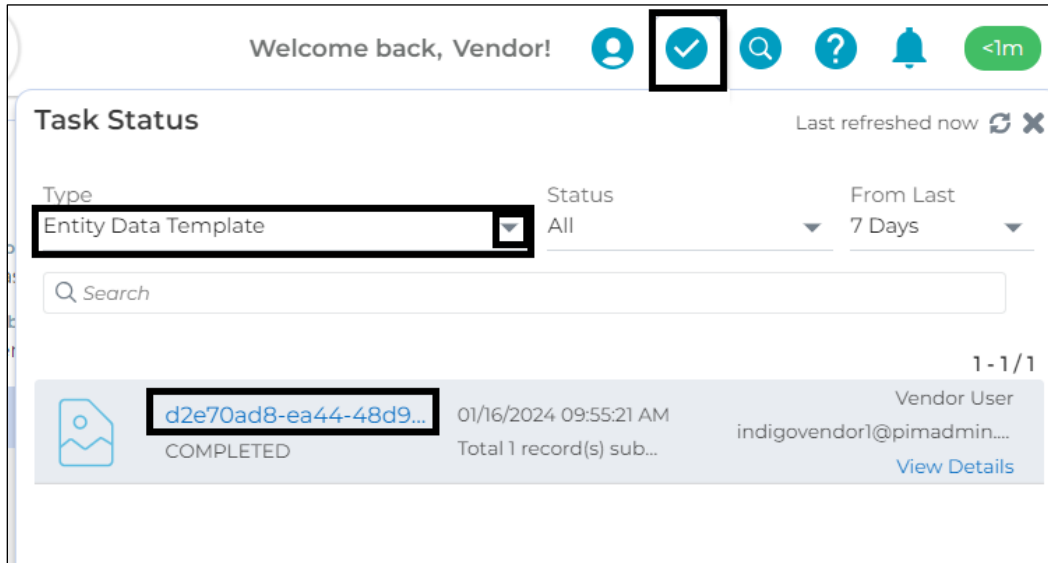


9. Click the download arrow  to Download:

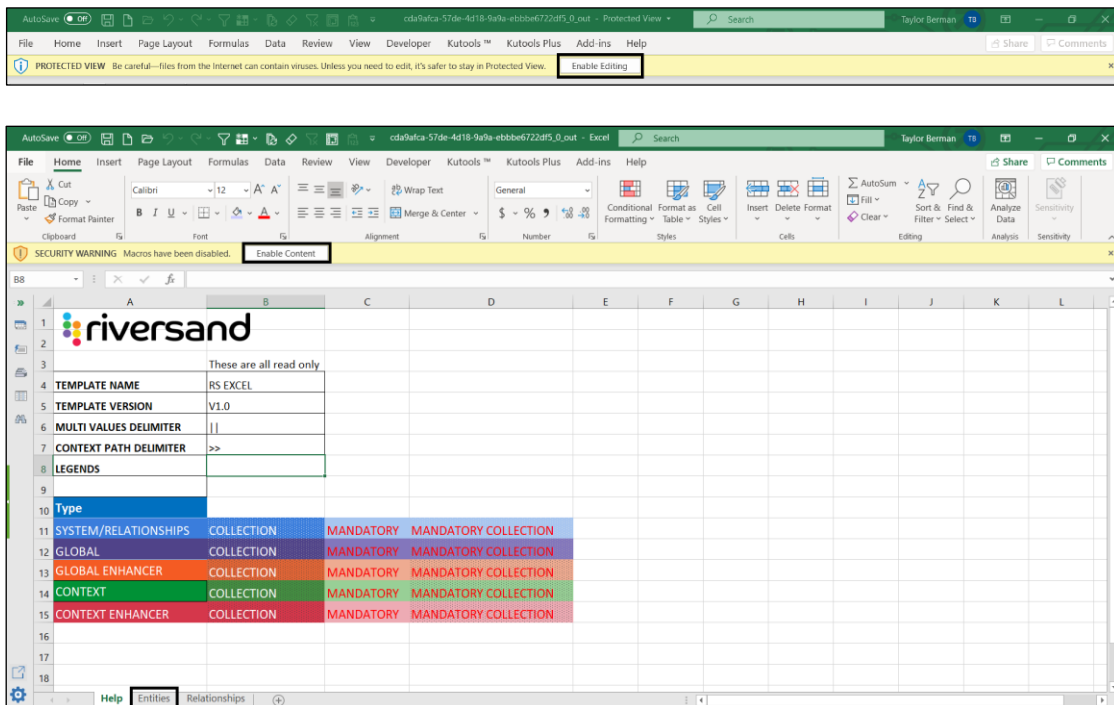


Note: The download may not be completed right away. If it still says Processing, click on Refresh  -- You may need to click refresh more than once. Once the Task Status says Completed, you can then download the file.

Note: If you clicked Finish & Close instead of Show task details, you can download the file from Task Status. Click on the Task Status icon ✓ from the Top Bar menu, select "Entity Data Template" from the Type dropdown, and click the file name to download the file:



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



STEP 2: FILL IN MANDATORY VENDOR ATTRIBUTES

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. See [Appendix I](#) for a detailed, column-by-column explanation of accurate data entry.

- Type
- PIM Hierarchy
- UPC/EAN
- Vendor Name
- Vendor Article Name
- Buyer Group
- Vendor Cost Price
- Cost Price Currency
- Vendor MSRP (CAD)
- Brand
- Country of Origin
- Product is Considered Dangerous Goods
- Special Handling/Storage Requirements*
- Dangerous Goods Classification*
- Product is eligible to ship to the US
- Length
- Width
- Height
- Consumer Package Length
- Consumer Package Width
- Consumer Package Height
- Measurement Unit
- Article Weight
- Consumer Package Weight
- Weight Unit
- Vendor Master Carton Qty
- Has An Inner Carton?
- Vendor Inner Carton Qty**
- Vendor Drop Ship

*Mandatory if Product is Considered Dangerous Goods is TRUE

**Mandatory if Has An Inner Carton? Is TRUE

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 [APPENDIX IV: Uploading & Attaching Documents to Articles](#).


Mandatory Online Enrichment Attributes

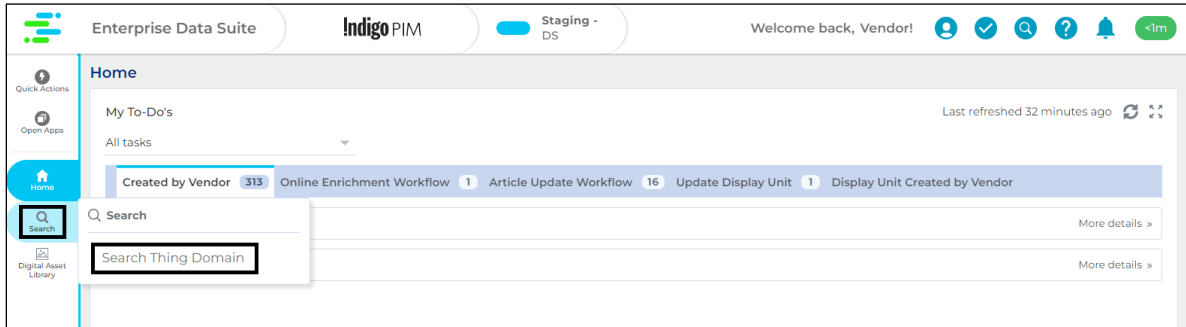
For your product to be sold on Indigo.ca, you must fill out the Mandatory Online Enrichment Attributes.

- Core Online Product Name
- Online Product Description English – CA
- Online French Item Name
- Online Product Description French – CA

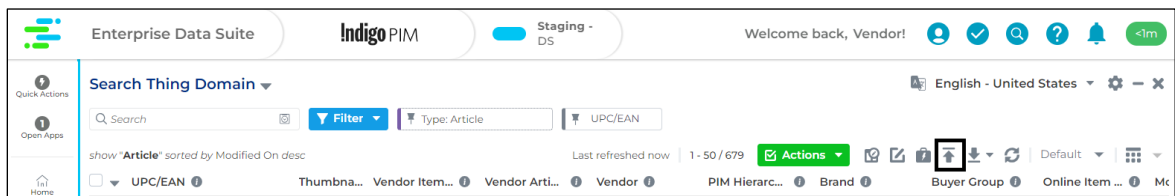
For **Drop Ship** products, these attributes (and images) are **mandatory** to send the articles for merchant approval. For DC only, online enrichment can be added at a later time, but must be added at least two weeks before the products land in our Online DC.

STEP 3: UPLOAD FILE TO PIM

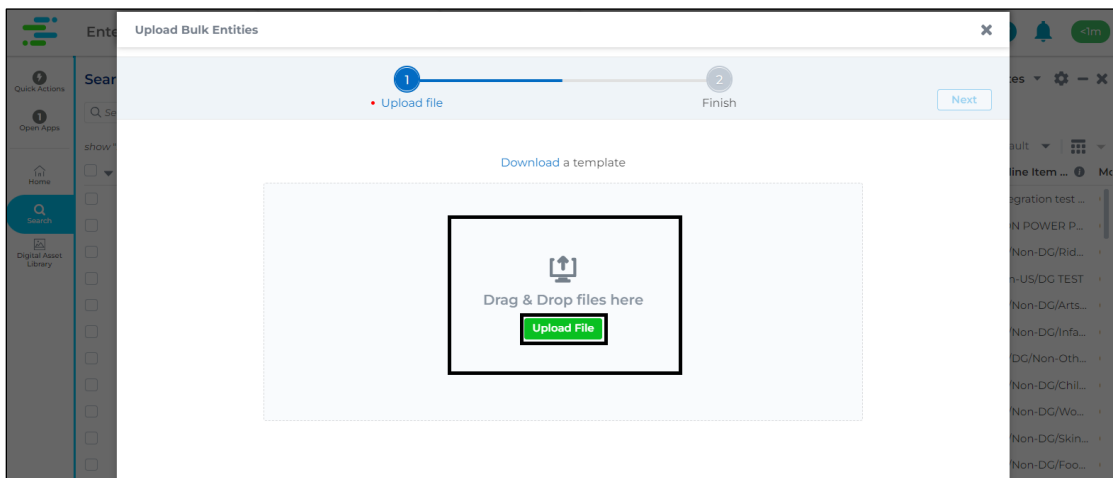
1. Click  Search > Search Thing Domain:



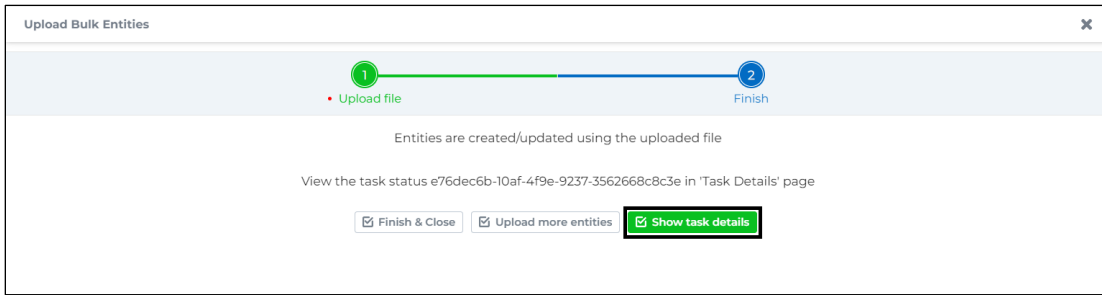
2. Select the upload arrow  from the Search Screen:




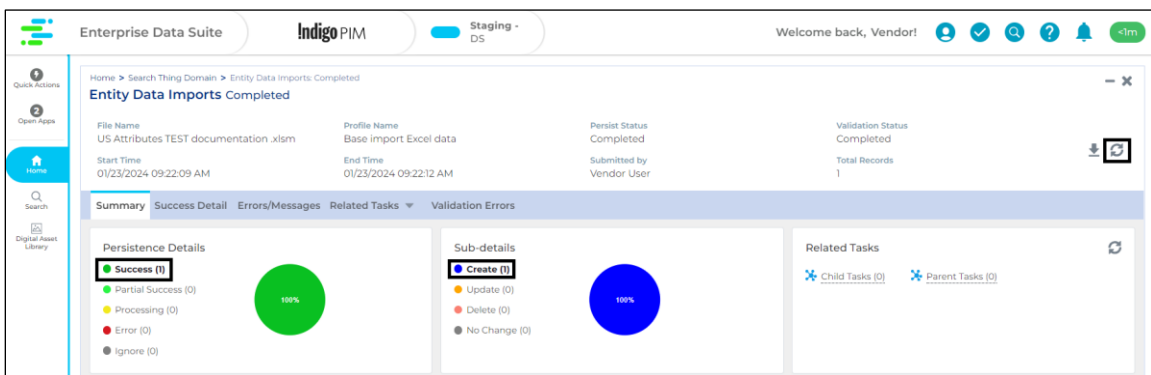
3. Click Upload File to browse and select the file to upload, or drag and drop the file from your computer:




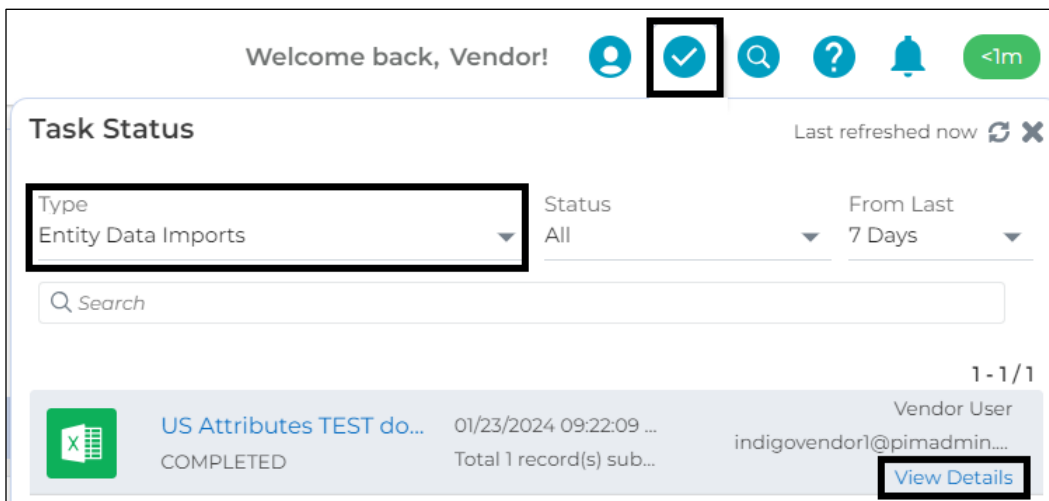
- Click Show Task Details:



- 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 Create:



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:




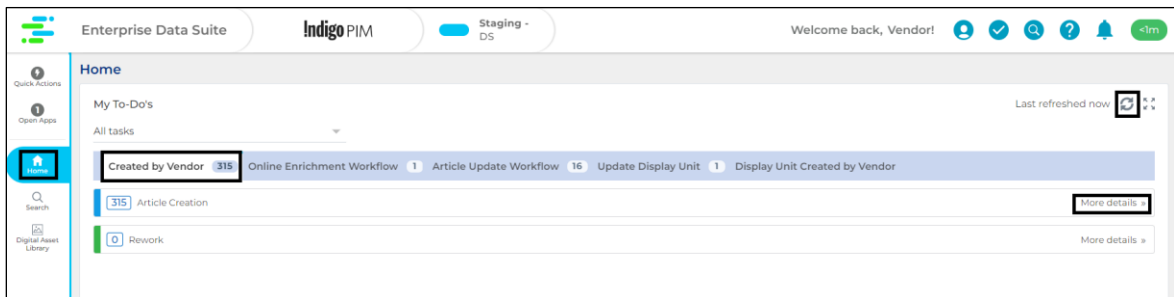
STEP 3.5: UPLOAD DOCUMENTS & IMAGES

If your products are eligible for the US store, and meet any of the document requirements, you may need to upload documents at this step. Instructions for uploading documents and attaching them to the articles can be found in [APPENDIX IV: Uploading & Attaching Documents to Articles.](#)

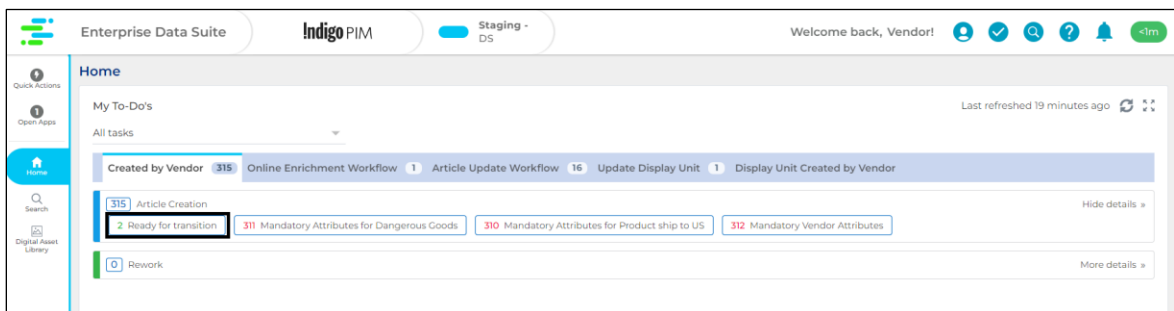
If your products are intended for Dropship, you should upload images now. Instructions for uploading images can be found in [APPENDIX II: Upload Images.](#)

STEP 4: SEND FOR MERCHANT APPROVAL

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:

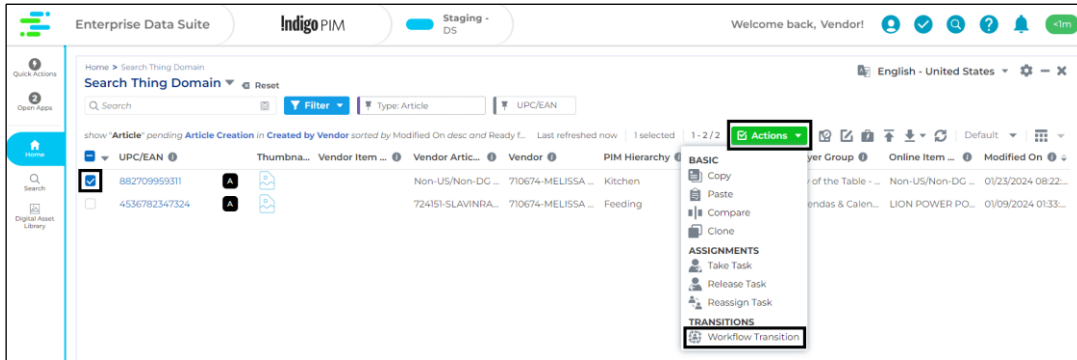


2. Click on **Ready for transition:**

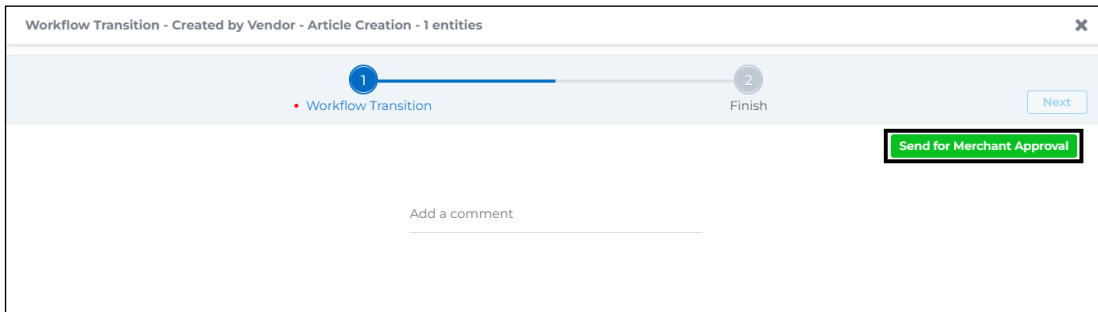


Note: If there are articles under Mandatory Vendor Attributes, Mandatory Attributes for Dangerous Goods, or Mandatory Attributes for Product ship to US, it means that one or more of the Mandatory Vendor Attributes or required documents are missing or the data is formatted incorrectly. See Appendix III – Troubleshooting Mandatory Vendor Attributes for more details on how to find and correct these errors. Once corrected, the Articles will show up under Ready for transition and you can continue with the next steps.

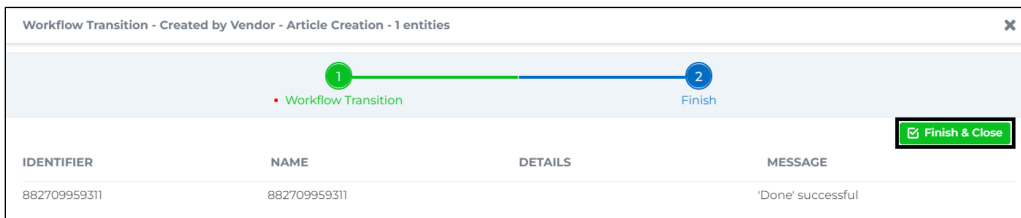
3. Select the Articles and click **Actions > Workflow Transition**:



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.

APPENDIX I: ACCURATE DATA ENTRY

Legend:	Mandatory	Mandatory - Conditional	Optional	Mandatory for US	Mandatory for Drop Ship
Column Name	Data Entry Instructions				
Action	Leave blank				
Type	Select "article" from the drop-down				
ID	Leave blank				
Name	Leave blank				
PIM Hierarchy	Select the correct PIM Hierarchy for the product. NOTE: The PIM Hierarchy values available in the dropdown will be determined by the ones you select when you download the template from PIM.				
UPC/EAN	Valid UPC-A (12-digit GTIN) or EAN-13 (13-digit GTIN) number for the barcode of the product. Please ensure the column is formatted as Text and do not include any spaces or dashes between the numbers. If you paste your UPCs from a different spreadsheet and the field is formatted incorrectly, it can cause errors when you upload. Please include leading zero if they are part of the valid 12 digit UPC. If you do not have GTINs, you can get them from: https://gs1.ca.org/gtins/				
Vendor Name	Select your vendor name from dropdown. If your Vendor Name does not appear in the drop-down list, please email PIM@indigo.ca .				
Vendor Article Name	The name of the article - maximum 40 characters. This is used internally and is not the name that will appear online. Please include colour & size variations in the names when applicable.				
Buyer Group	Select the correct buyer group from the dropdown. If you are unsure of the buyer group, please contact your Indigo buyer - they will tell you which buyer group to use.				
Vendor Cost Price	Enter the numerical value of the planned purchase price for the item excluding the landing cost. DO NOT enter currency symbol (\$, £, €). Price values must be entered with 2 decimal places.				
Cost Price Currency	Select the currency of the cost price from the dropdown.				
Vendor MSRP (CAD)	Enter suggested retail price in Canadian Dollars to two decimal places				
Brand	Select your brand - if it's not in the dropdown, select #####, and notify your merchant - they will submit a request to the PIM team to have the Brand name added to the system. Your Merchant will update the Brand name in PIM once it has been added.				

Sub Brand	Select if applicable.
Manufacturer's Part Number	A unique identification number for the item, separate from UPC or EAN. This identification number will be included on purchase orders when provided - Enter your manufacturing number for the article if you require it for Purchase Orders
Country of Origin	Select country of origin from the dropdown - this is where the item is manufactured
HS Code Canada	Harmonized System code value for the item required for importing into Canada. Select the desired Canadian HS Code from the list of values.
Back InStock Alert Eligible	Leave Blank
Legacy Hierarchy	Leave Blank
Pim Hierarchy for Variant	Leave Blank
Product is considered Dangerous Goods	Select TRUE or FALSE
Special Handling/Storage Requirements	If Product is considered Dangerous Goods is TRUE, list any special handling and/or storage requirements for the product
Dangerous Goods Classification	If Product is considered Dangerous Goods is TRUE, select the Dangerous Goods Classification from the dropdown.
Vendor Short Item Name US	The name of the article - max 30 characters
Kiosk Item Name US	The name of the article to appear on the Kiosk in the US stores (equivalent to Core Online Item Name) - use American spelling
Kiosk Product Description US	Product description to appear on the Kiosk in the US stores (equivalent to Online Product Description - English) - use American spelling
Vendor MSRP US	Enter suggested retail price in USD to two decimal places
Ship to USA	Leave Blank
Ship to International	Leave Blank
Product is eligible to ship to the US	Select TRUE or FALSE
Product is Infant/Children Sleepwear	Select TRUE or FALSE

Product is for Children <= 12 Years Old	Select TRUE or FALSE
Product is Arts & Crafts Supplies	Select TRUE or FALSE
Product contains Wood or Plant Material	Select TRUE or FALSE
Product is made of Textile Material	Select TRUE or FALSE
Product comes in contact with Food or Drink	Select TRUE or FALSE
Product is a Medical Device	Select TRUE or FALSE
Product is for Skincare	Select TRUE or FALSE
Product is a Ride-On Toy	Select TRUE or FALSE
Manufacturer's Name	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 – enter Manufacturer's Legal Name
Manufacturer's Address	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 – enter Manufacturer's Full mailing address including Street Number, Street Name, City, State/Province, Country, and Postal Code.
Material Content	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 – enter full material content of product
Product Has Tracking Labels	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 -- Select TRUE or FALSE
Product Has Sleepwear Labels	Mandatory if Product is Infant/Children Sleepwear is TRUE -- Select TRUE or FALSE
Length	Enter the numerical value of the length of the item in inches or centimeters with 2 decimal places.
Width	Enter the numerical value of the width of the item in inches or centimeters with 2 decimal places.
Height	Enter the numerical value of the height of the item in inches or centimeters with 2 decimal places.

Consumer Package Length	Length of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.
Consumer Package Width	Width of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.
Consumer Package Height	Height of a single item in its packaged state. For soft goods this would be the "Defined" state as used by GS1.
Measurement Unit	Select from the list of values the appropriate Item and consumer package measurement unit - inches or centimeters
Weight	Enter the numerical value of the weight of the item with 2 decimal places.
Consumer Package Weight	Enter the numerical value of the consumer package with 2 decimal places.
Weight Unit	Select from the list of values the appropriate Item Weight unit - grams, kilograms, pounds or ounces
Vendor Master Carton Qty	The Master Carton Quantity indicates the number of units of the sellable article that are packaged in the Master Carton for distribution.
Has An Inner Carton?	Indicates if the Master Carton also contain smaller Inner Cartons of the item - Select TRUE if the Master Carton contains Inner Cartons of the item. Select FALSE otherwise. When TRUE is selected the Vendor Inner Carton Qty must also be completed
Vendor Inner Carton Qty	The Inner Carton Quantity indicates the number of units of the sellable article packed in the Inner Carton. The Inner Carton Quantity is only relevant if the Master Carton is subdivided into inner cartons containing 2 or more units of the sellable article. - If the field "Has Inner Carton" is selected as TRUE then an Inner Carton Quantity must be provided for values greater than or equal to 2 units. Enter the quantity of individual sellable units of the item contained in each Inner Carton. The Inner Carton Quantity should be divisible into the Master Carton Quantity. If FALSE then leave the field blank.
Multi-box item	Indicate if item contains multiple boxes
Number of boxes in a multi box item	If Multi-box item is TRUE, indicate the number of boxes. If FALSE, leave blank.
Vendor Drop Ship	Select to indicate whether your products are Drop Ship only, DC only, or Drop Ship and DC.
Core Online Product Name	The English language name of the item to be displayed in on the online channel, store kiosk and item page in Canada
Online French Item Name	The French language name of the item to be displayed in online channel, kiosk and item page in Canada

Online Product Description English - CA	English Online and Kiosk product description in Canada
Online Product Description French - CA	French Online and Kiosk product description in Canada
PRODUCT CHARACTERISTICS	Most attributes in this section are based on selected PIM Hierarchy. They are generally used if the product is a variant - i.e. comes in different colours/sizes/scents/flavours/styles. If these fields do not apply to your products, leave them blank. If they do apply to your product, enter/select appropriate value.
Package/Product Standard Weight Unit	Leave Blank – this is an internal field
Package/Product Standard Measurement Unit	Leave Blank – this is an internal field
Created On	Leave blank – this is an internal field that indicates when the item was first created in PIM. For new articles, it must be left blank or will cause an upload error.
Modified On	Leave blank – this is an internal field that indicates when the item was last modified in PIM. For new articles, it must be left blank or will cause an upload error.

APPENDIX II: UPLOAD IMAGES

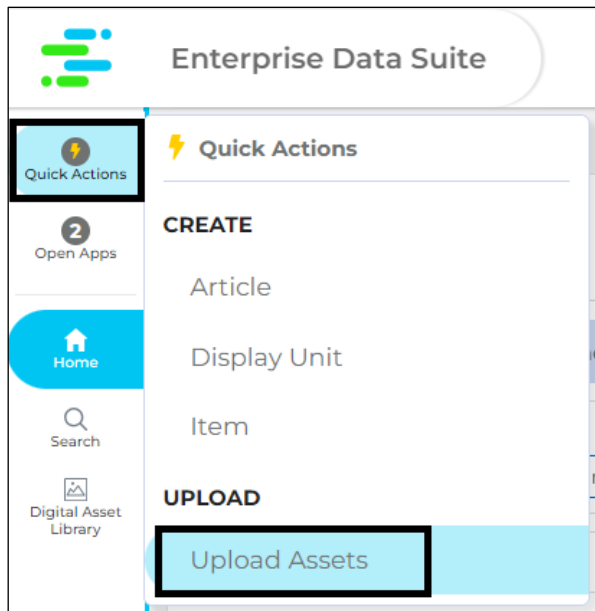
If your article will be sold online, you must provide images at least two weeks before the product arrives in our DC. PIM can accept up to 9 images per item.

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:

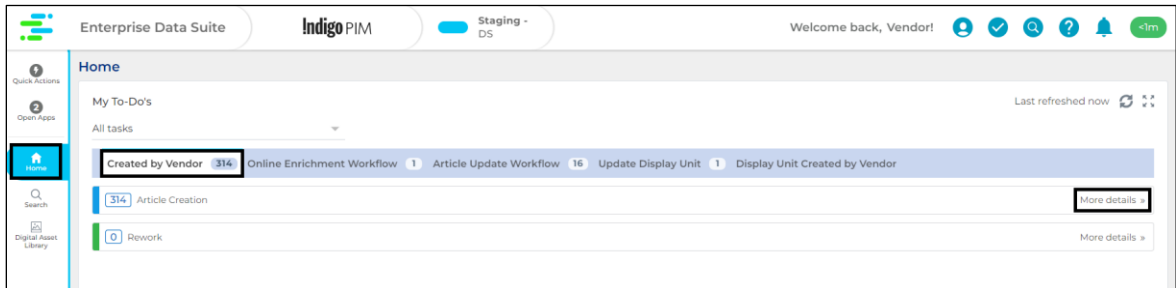
Click on the Lightning Bolt (Quick Actions menu), and click Upload Assets:



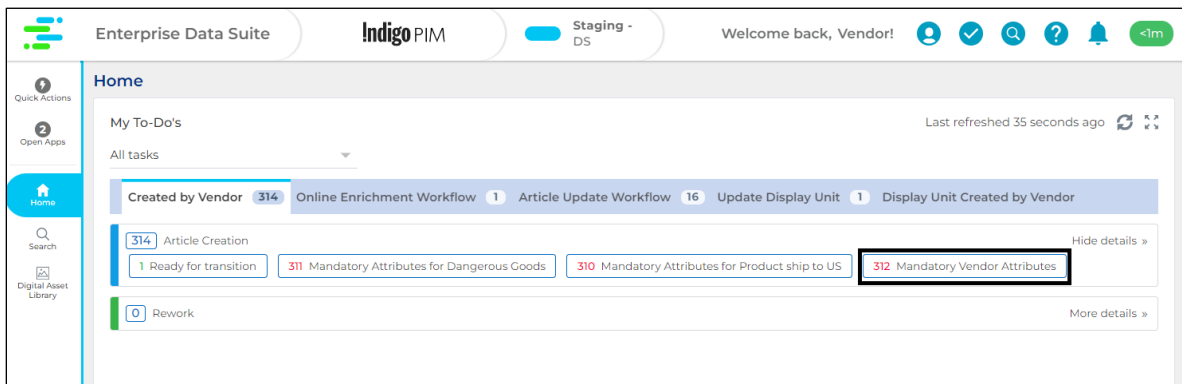
APPENDIX III: TROUBLESHOOT MANDATORY VENDOR ATTRIBUTES

If your newly created articles are showing under Mandatory Vendor Attributes, or if they are failing the workflow transition, you will need to fix them before you can send them for merchant approval.

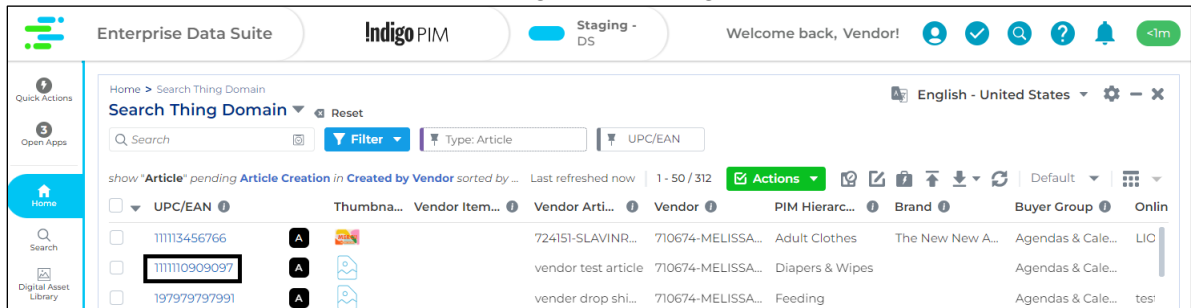
1. Click **More details** in the Article Creation workflow step in the Created by Vendor workflow:



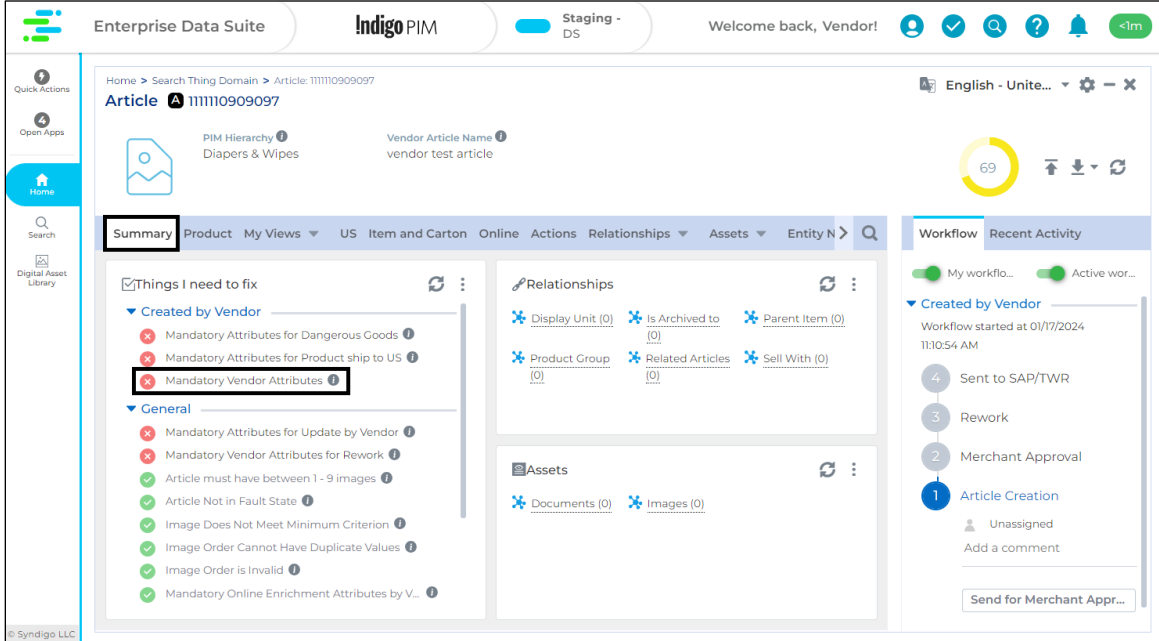
2. Click **Mandatory Vendor Attributes**:



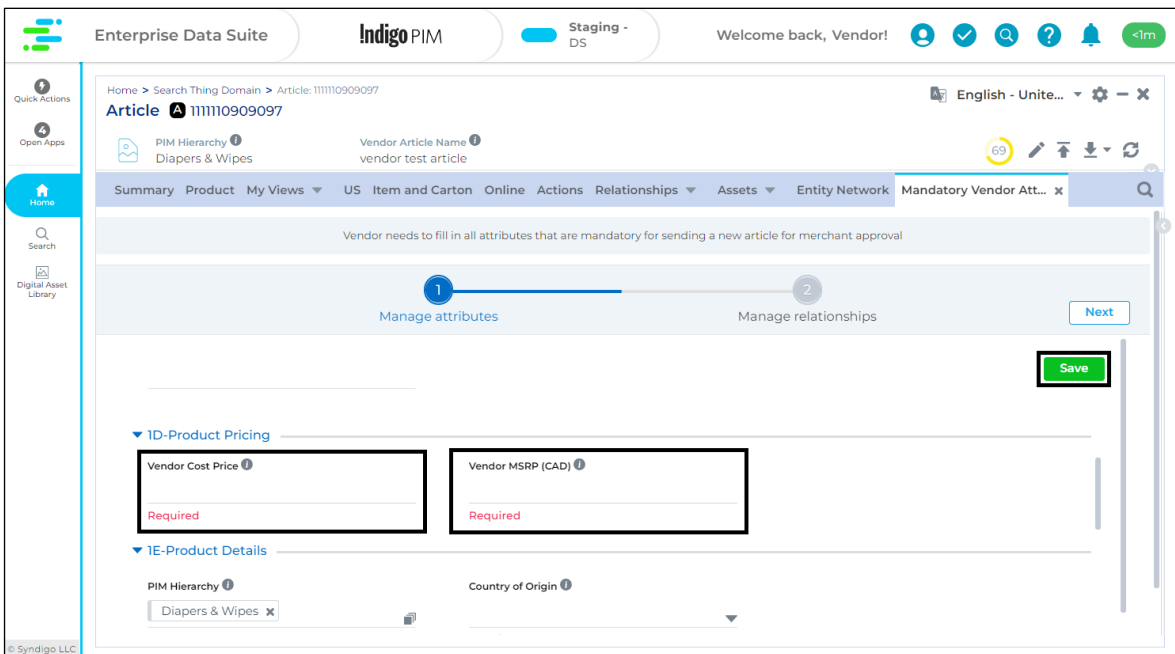
3. Click on a UPC to take you to the Manage Article page:




- On the Summary tab, click on **Mandatory Vendor Attributes** from the **Things I need to fix** list – this will open a tab with the Mandatory Vendor Attributes:



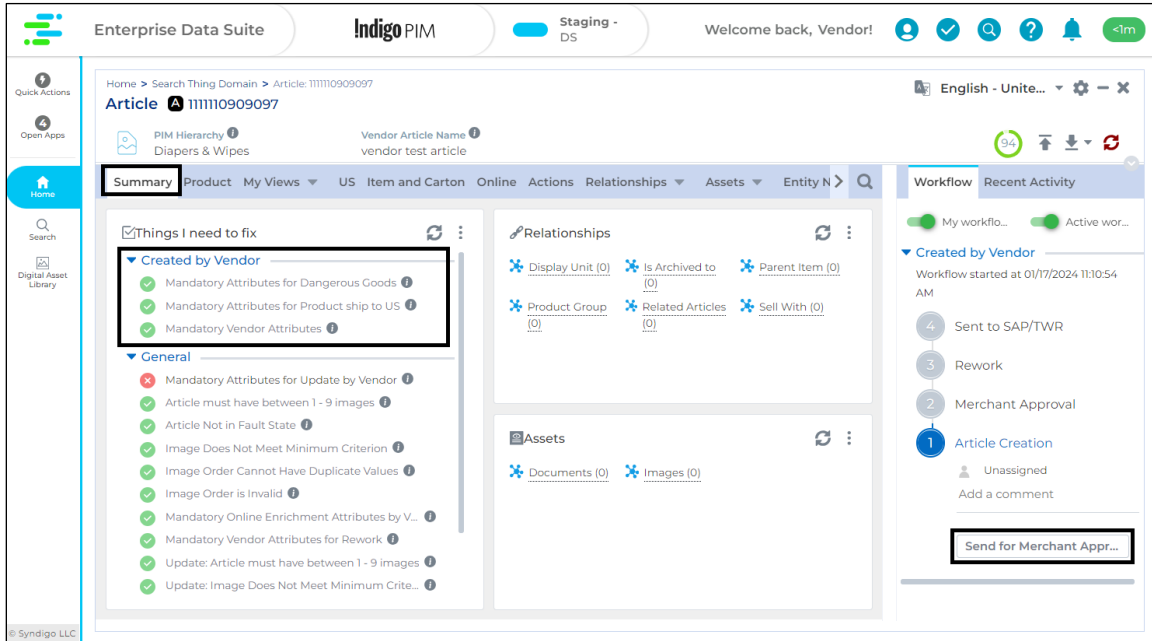
- You will see error messages for the attributes that are missing or invalid. Correct them and then click save:



Note: In this instance, the fix would be to add the Vendor Cost Price and Vendor MSRP (CAD)

Note: After you save, the error message may still appear underneath the fixed attributes. This is normal! The Refresh button in the top right will flash red after a few seconds -  Click it and the error message should be gone.

- Go back to the Summary tab and the Mandatory Vendor Attributes should now have a green check mark. Do the same for Mandatory Attributes for Dangerous Goods and Mandatory Attributes for Product ship to US. Once all three business conditions have a green check mark, you can Send for Merchant Approval:



Note: Do not worry about the conditions that are under General – you will not be able to correct them – the only conditions that matters in the initial Article Creation stage are the **Mandatory Vendor Attributes, Mandatory Attributes for Dangerous Goods, and Mandatory Attributes for Product ship to US** under the **Created by Vendor** heading.

Note: You can send the articles individually after making corrections by clicking the Send for Merchant Approval button in the workflow section of the manage article page, or you can make corrections to all articles and then transition them all together by following [Step 4: Send for Merchant Approval](#).

APPENDIX IV: 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.

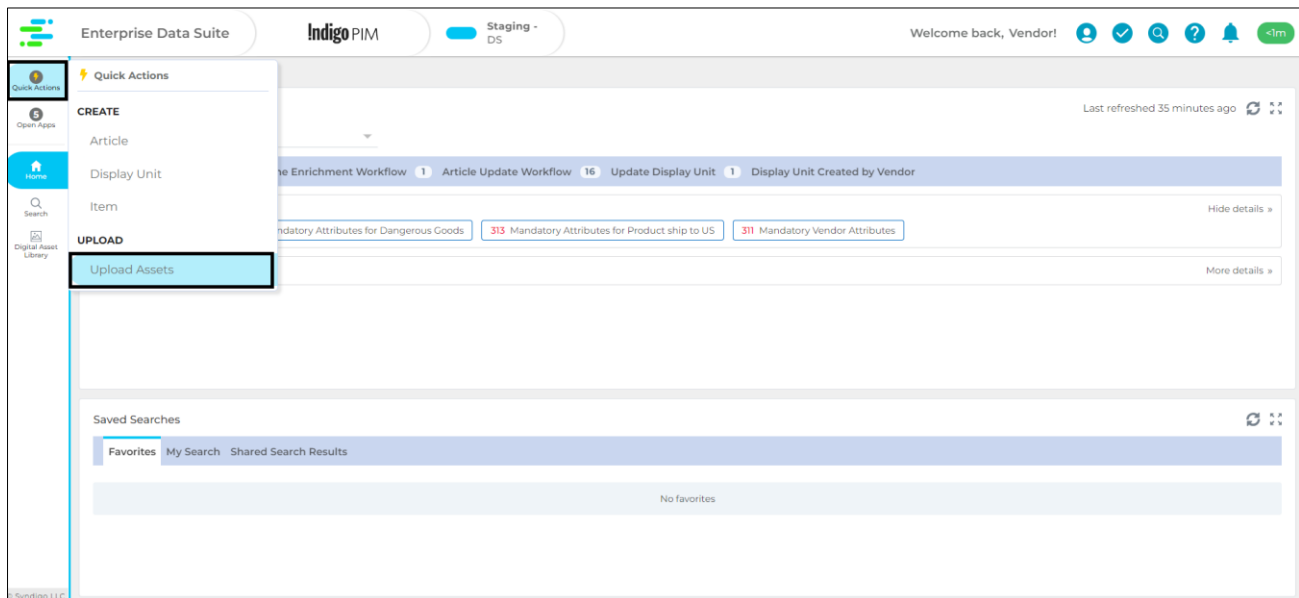
Document Naming Convention & Requirements

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.

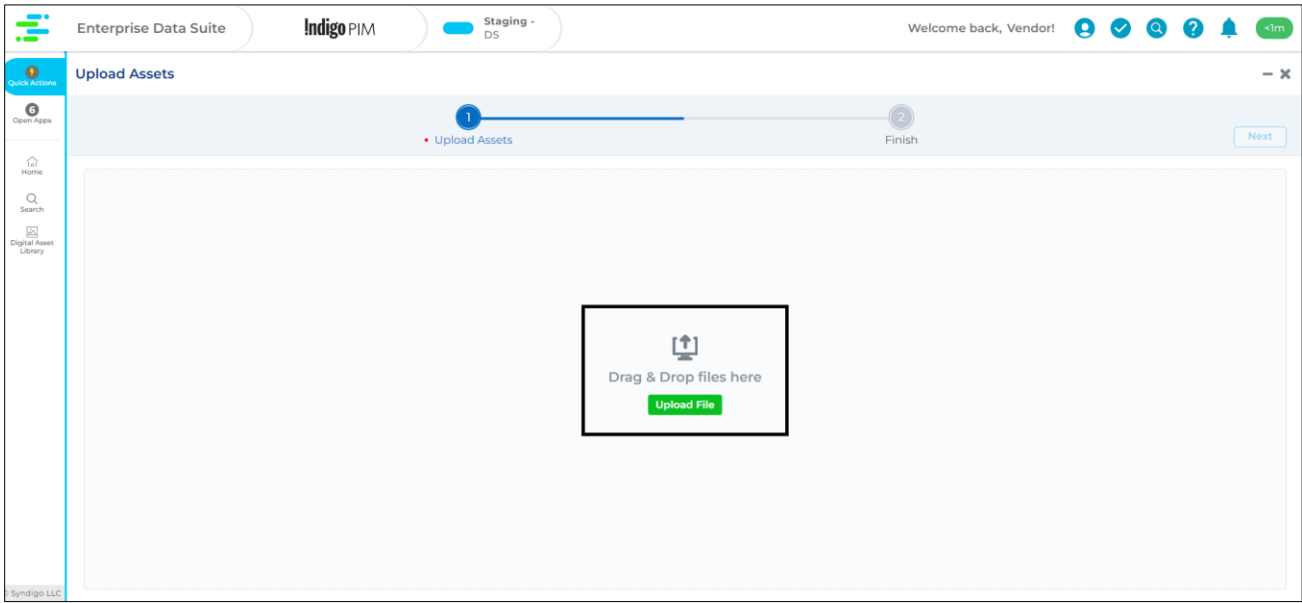
Document Type	Document Name	Required If Any of Below Attributes are TRUE
Safety Data Sheet	SDS_FileName.pdf	<ul style="list-style-type: none"> Product is considered Dangerous Goods
CPC Certificate	CPC_FileName.pdf	<ul style="list-style-type: none"> Product is Infant/Children Sleepwear Product is for 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

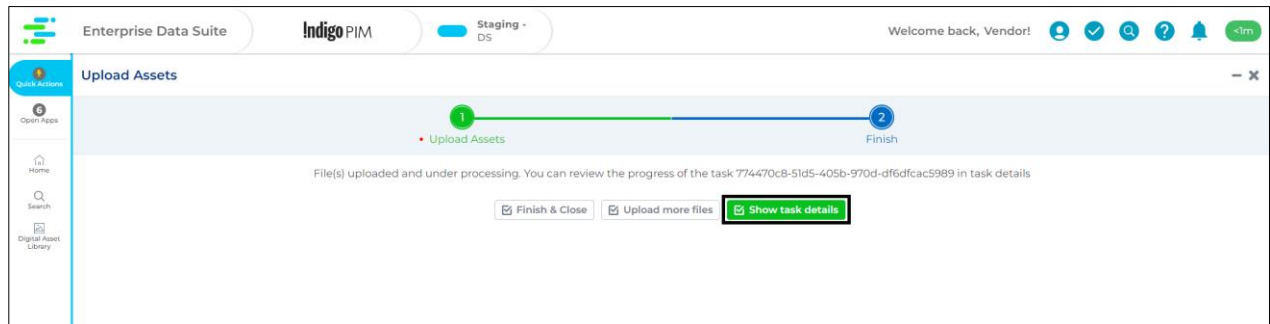
1. To Upload your documents, click on **Quick Actions > Upload Assets**:



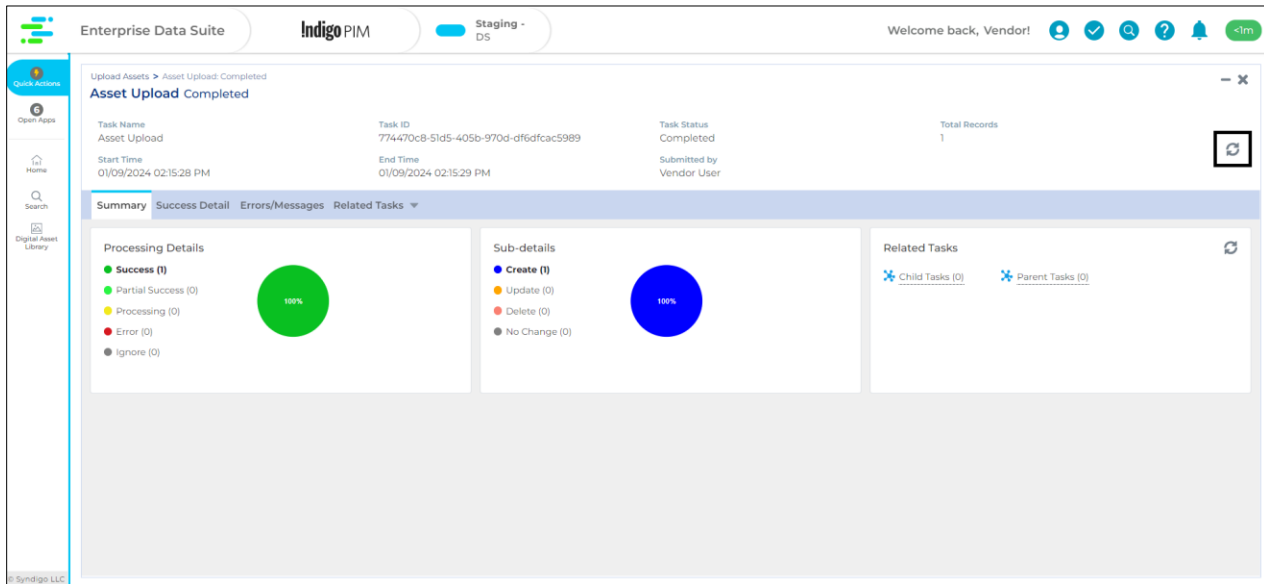
2. **Drag and Drop** your documents or click on **Upload File**:



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

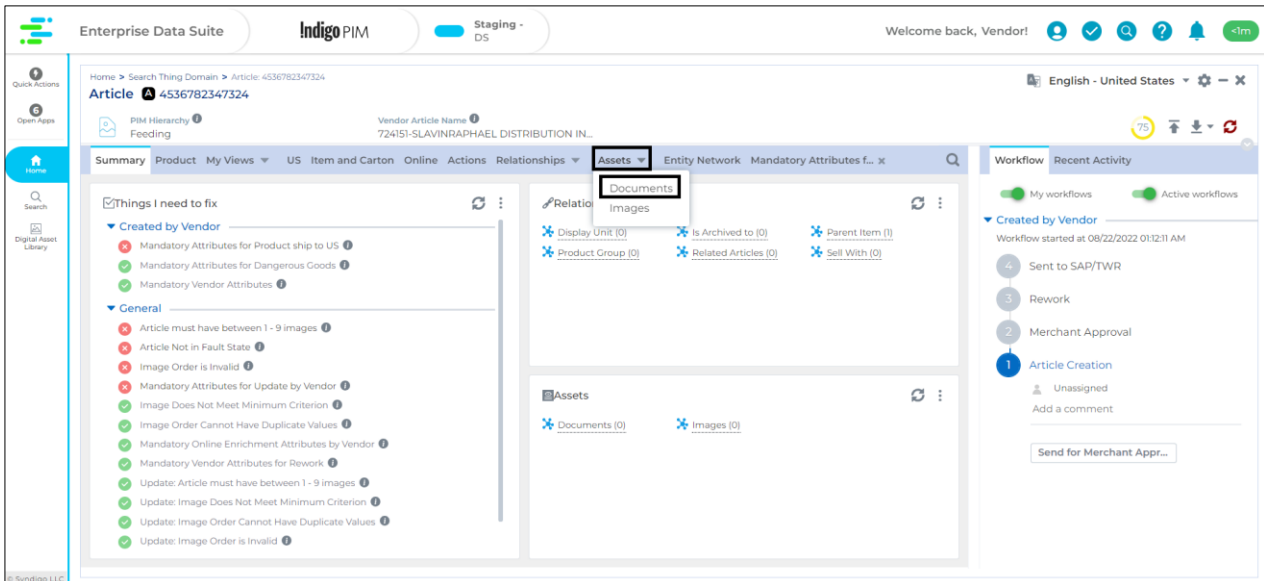


- You may need to click on refresh a few times, but eventually you should see the processing details say Success and the Sub-details say Create:

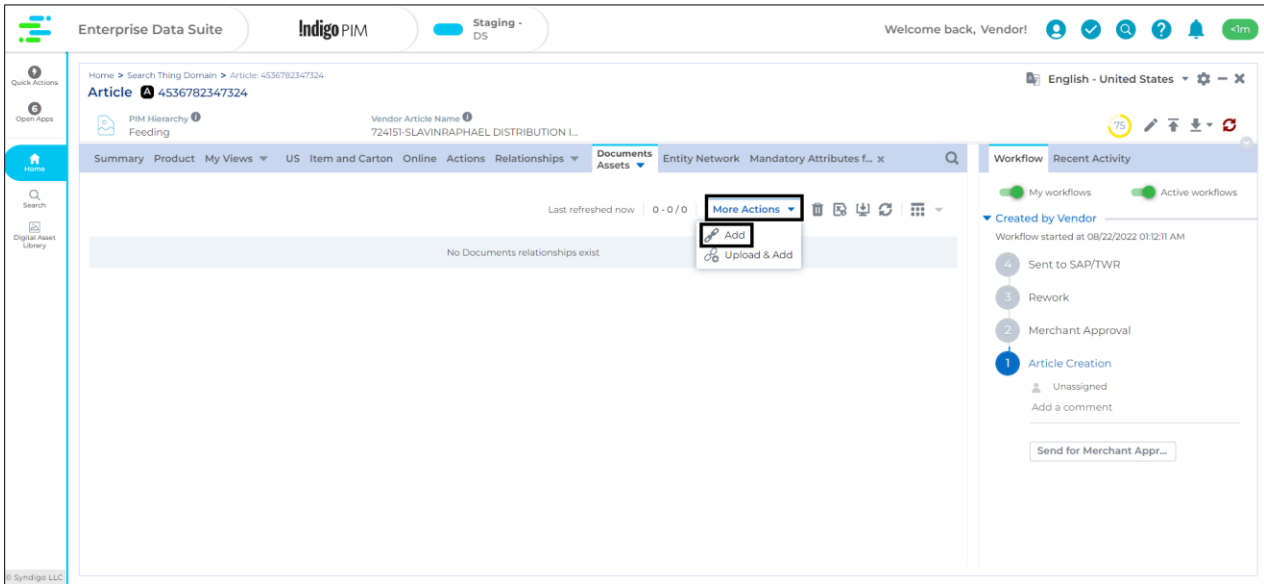


Attach Documents to Articles

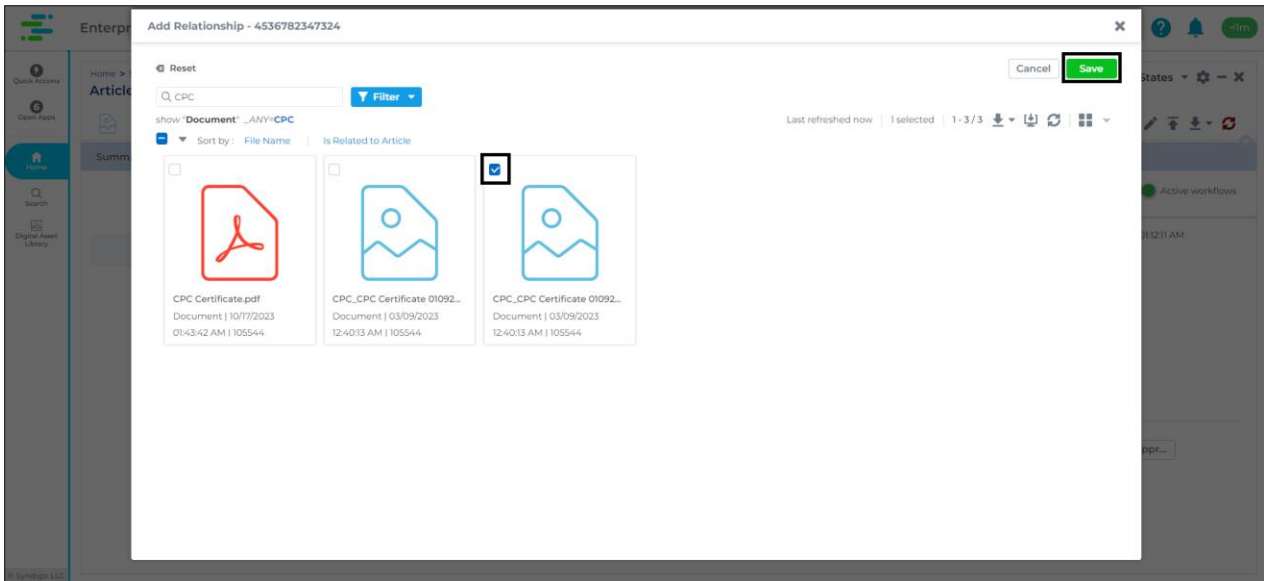
- From the Manage Article page, click on **Assets > Documents**:



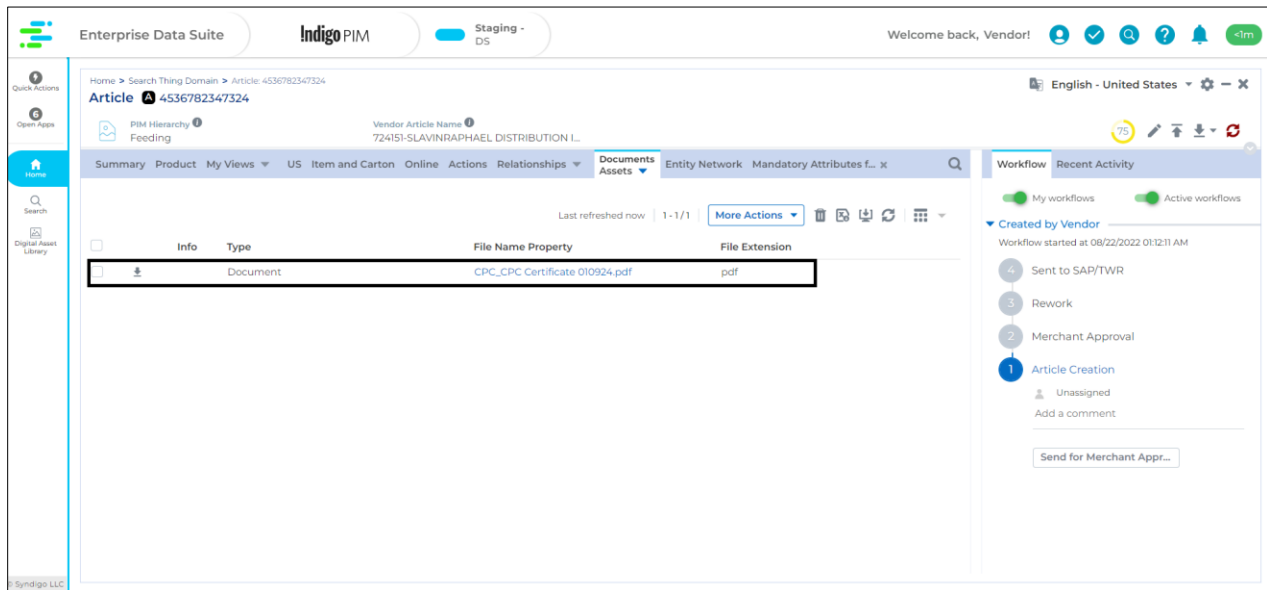
2. Click on **More Actions** > **Add**:



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:

