

Ingestion Sheet Notes:

*To enable Macros- Save the sheet locally to your computer (may have to rename as well), close excel sheet and reopen, should be able to enable macros then.

*If you're setting up a new brand, please send us your brand name and logo as they will NOT be in the brands dropdown to select from. After we add your new brand to PIM, you will then have to unprotect the sheet by right clicking on the item data tab at the bottom so you can copy can paste your brand name into the brand field. It will not be in the brand dropdown to select from yet but will still upload

*Discuss regular sell price with your merchandise manager before filling out the sheet and ensure you are meeting margin expectations from him/her.

*Fill out all required fields. See Tool Tips on the Excel document row headings for additional information on what the columns are asking for. Do not leave any blank rows in the sheet.

*No not enter N/A into any fields (leave blank if not a required field)

*Vendor Discontinued Field should be **N** for new items. This is what you will use to discontinue items later

*Make sure to use drop downs where available.

*If your product ships from more than 1 City/State, input most centralized ship from location.

Contact us if anything you need is missing from dropdowns or for any questions. Ingestion sheet will **not work with any required inputs not listed (do not add or remove anything). We will work with you to get any needed information added into the system.

*No Fractions in dimensions. Please use decimals instead. Do not add any " marks or ' marks into the fields.

*Images must be in zip folder with correct naming convention (Image instructions in document below)

General Description Field:

This field goes directly into construction the web product title for our customers to view. Do not use all capital letters.

Web title is automatically constructed as follows:

Brand- **General Description**-three characteristics, Model#

Examples ([general description in blue](#)):

Powerhorse [Inverter Generator](#), Surge Watts 3500, Rated Watts 3000, Electric Start, Model LC00i

Klutch [Rolling Ladder](#), Capacity 450lbs, Overall Height 8Ft, Material Type Steel, Model 45616

Ironton [Industrial Shelving Rack](#), Height 60in, Width 24in, Depth 12in, Model 2611HT

Short Description Field

Must be 30 characters or less (system limits)

Each description needs to be unique

This description is used to pull item info/sales reports,etc. Also goes on retail shelf tags.

Abbreviations are ok to use.

Examples:

Poly Tote 10x40

5Ft Ladder 350lb

Shop stool w/backrest

Clothing and Footwear ONLY: Set-Up Special Requirements:

Short Description field on Item Data tab- This **must include size and an abbreviation of color** in the 30 character data field limit.

Clothing Examples:

- LS T-GRN M (long sleeve t-shirt green medium).
- SS Pkt T-YLW XL (short Sleeve packet T-shirt yellow large)
- SwtSht HiVis GRN S (hi-vis green sweatshirt Small)

Footwear Examples: This **must include size and an abbreviation of style. Include color abbreviation if product comes in multiple colors)**

- STL Toe WRKBoot-WP SZ8.5 (Steel Workboot Waterproof size 8.5).
- STL Toe Hiker SZ12 BLK (Steel toe hiker size 12 black)
- WK FX 6"Comp Sfty Toe Sz11.5W (Workflex 6"composite toe boot size11.5 wide)

*For Footwear and Clothing only, items will be grouped together with customers choosing Size and Color **only**.

On Characteristics Tab on the ingestion sheet you will see Style ID as one of the characteristics. All items that should be grouped together (Parent/Child items) need to have the same Style ID. The system uses this ID to automatically group the items online like the image example shown below.

Gravel Gear Men's Sherpa-Lined Hooded Flannel Shirt Jacket

Item# 5045R



Reg. \$64.99

Sale \$44.99 *Order today to guarantee this price*

Save \$20.00 + Free Shipping (Lower 48 states)

Choose Options for complete product description, reviews and purchasing.

SIZE

COLOR

1

Add To Cart

Gravel Gear Men's Waterproof 6in. Steel Toe Work Boots — Brown

Item# 875520



Reg. \$109.99

From \$76.99

Save up to \$33.00 + Free Shipping (Lower 48 states)

Choose Options for complete product description, reviews and purchasing.

SIZE

1

*Because we are only grouping items with size and color questions, any other differentiating characteristic will need a different Style ID.

For example, if there are 3 gray shirts with a pocket and 3 gray shirts without a pocket, there would be a Style ID for the pocket shirts and a different Style ID for the non-pocket shirts.

Questions? Please ask! Style ID can be your style ID, Model #, or any Style ID you choose as long as it is different for each grouping of items you set up. You can also add future items to these groups by setting up with this same style ID. (come out with a new color? Just put the style ID on the item setup of the group you need to add it to)

Here is an example of an ingestion sheet for Shirts using Style ID:

Product Type	Item Supplier Number	Size	Color	Material	Material Weight	Shirt Type	Pockets (qty.)	Sleeve Length	Shirt Length	Style ID
Clothing	886853053516	M	Heather Gray	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
Shirts	886853053523	L	Heather Gray	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053530	XL	Heather Gray	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053547	2XL	Heather Gray	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053653	M	Moss	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053660	L	Moss	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053677	XL	Moss	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	886853053684	2XL	Moss	Cotton/Polyester Blend		Short Sleeve T-Shirt				100410
	132776381835	M	Nocturnal Haze Heath	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776381864	L	Nocturnal Haze Heath	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776381956	XL	Nocturnal Haze Heath	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776381772	2XL	Nocturnal Haze Heath	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776382106	M	Malt	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776382076	L	Malt	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776382168	XL	Malt	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193
	132776381987	2XL	Malt	Cotton/Polyester Blend		Sweatshirts and Hooded Shirts				105193

IMAGES

For image naming please follow the below format. This will allow the system to ingest the images and tie them to the correct item number.

For best results images should be in .jpg format with a minimum resolution of 6.75"x6.75" at 150dpi (or 1013 pixels x 1013 pixels). For images to be uploaded and attached to items correctly, they must follow a specific naming convention and folder structure format.

Image_0 will be the main image to be used throughout the website. This image should NOT be an in-use image and NOT include any text.

Additional images should show the items from multiple angles or in-use applications.

The individual file naming convention is as follows:

(YOUR SUPPLIER NUMBER)_(YOUR SUPPLIER ITEM#)_SLOT#

This will allow the system to ingest the images and tie them to the correct item number. USE SUPPLIER ITEM NUMBER -NOT MODEL NUMBER for naming. Images will be shown online in order of the numbering convention (last number is the slot#, starts with slot zero)

In the following example supplier number is 25324026:

Example for photos 1 through 6 for item 2000A:

25324026_2000A_0.jpg

25324026_2000A_1.jpg

25324026_2000A_2.jpg

25324026_2000A_3.jpg

25324026_2000A_4.jpg

25324026_2000A_5.jpg

Note: 2000A is the Supplier Item Number entered into Column A of the item data sheet. NOT the model number.

Once the images are named correctly, the images must be archived into a .zip file format. **Do not include** any subfolders with the zip file. You can also put into a drop box if there are too many to email a zip folder.

Other Assets- videos, manuals, MSDS Sheets, Etc:

Similar to images, supplier portal can also ingest other documents types including: SDS forms, User Manuals, and Warranty Information in pdf format. The naming convention remains the same except the sequence number is replaced with the document type:

Must name the extension of the file as noted **exactly** below in order for the system to recognize:

Example: 25324026 _2000A_ProductManual1 or 25324026 _2000A_partsDiagram

File Extension Naming:

360Video

logo

partsList

partsDiagram

EPAForm
CarbForm

SDSForm
ProductManual1
ProductManual2
WarrantyInformation1
WarrantyInformation2
WarrantyInformation3
WarrantyInformation4

Video1