

Coles Liquor Group

SKUlibrary HELP GUIDE

coles
liquor



SALSIFY



HELP GUIDE CONTENTS

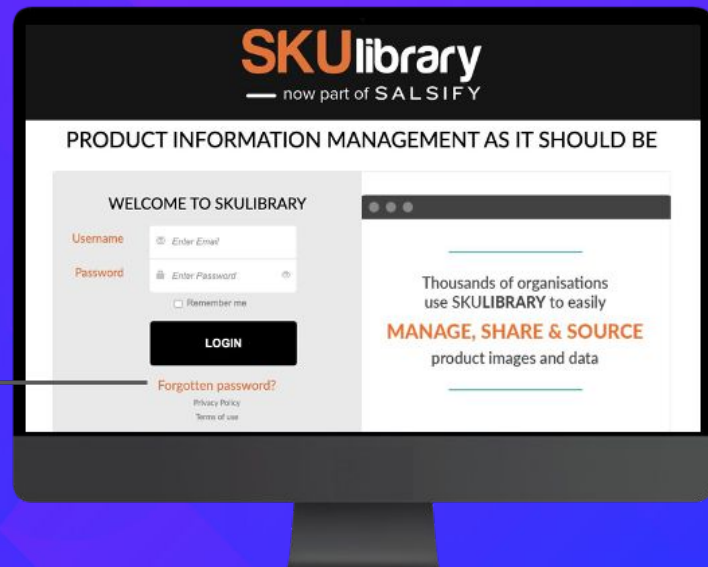
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SIGN UP & LOGIN

Once your products have been requested by Coles Liquor Group to be enriched, they will be added to SKUlibrary and your account will be created.

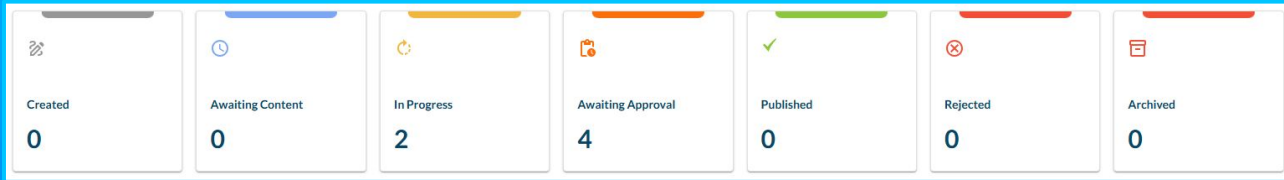
If you don't have an account or would like to add additional users, please submit a [support request](#).

Log into SKUlibrary at app.skulibrary.com. If you've forgotten your password, click on [Forgotten password](#).



UNDERSTANDING THE DASHBOARD

Upon login, you'll be taken to the landing page where you can view all products currently requested via SKULibrary.



Created Products - These products have been added to the Coles Liquor Group SKULibrary catalogue and require product information and images.

In Progress Products - These products have some (or all) attributes completed. Please ensure all mandatory fields and images are populated, then submit the product for approval.

Rejected products - These products have been reviewed and require editing before they can be resubmitted. Please click on the product to view the specific rejection reason.

Awaiting approval - These products are in Coles Liquor Group's queue to review. You'll be notified via email once they're approved or rejected.

Published Products - These products have been reviewed and approved by Coles Liquor Group and will be syndicated online.

UNDERSTANDING THE LISTER PAGE

You can download a list of all your products by clicking on the **DOWNLOAD CONTENT** button to the right of the screen. Select products to add to your download cart and then click Download.

You can also filter products, including by product status, using the dropdowns on the left side of the product lister page

To update a product, click on a product title or image to open the product, or submit a request through to supportanz@salsify.com to update multiple products in bulk.

Once you have clicked a product, you can upload images and add requested data attributes. Please ensure you complete all mandatory attributes before submitting products for approval. If any of these are missing, you will not be allowed to submit your product. Omitted attributes will be highlighted in orange on the top right of the page.

The screenshot displays the SKUlibrary interface. At the top, there's a search bar and a 'DOWNLOAD' button. Below is a filter sidebar with options like 'Level 1 Category', 'Brand', 'Video', 'Product Status', and 'Cites/Item Type'. The main area shows a list of products, with one product 'Tempus Two Lighten Up Shiraz 750ml' highlighted. Below the list, there's a 'CURRENT STATUS' section with 'IN PROGRESS' and a 'JUMP TO' dropdown. A warning banner indicates that the product may not be sent to retailers. The detailed product view shows an 'IMAGE GALLERY' with three images and 'CORE ATTRIBUTES' including Product Code, Product Name, Item ID, and Seller ID. At the bottom, there's a navigation menu with options like 'Image Gallery', 'Core Attributes', 'Syndication Panel', 'Mandatory Attributes', 'Identification', 'Drinking Notes', 'Preferences', 'Ingredients', 'Video', and 'NPD Attributes'.

MANDATORY ATTRIBUTES

Coles Liquor Group require products to have the below attributes in order for them to be approved and published:

- Item Name
- Long Description
- Product Tasting Notes
- Country of Origin (Bottled In)
- Food Match
- Front and Back of Pack Images

Bottles of Wine & Spirits

Front 2D

Back 2D

Single bottle/Can of Beer & Premixed

Front 2D

Back 2D

Pack/Cartons of Beer & Premixed

Front 3D

Front 2D

To update NPD attributes that have already been shared with Coles, please follow the steps below:

Suppliers must complete the **Change Liquor Item Submission Form**, available on [Coles Supplier Central](#). Processing times may vary, and Coles may request additional information if required. Once approved, updates will be reflected in the system.

For assistance with the form, please contact the Liquor Data Team: LiquorDatateam@coles.com.au

HIGHLY DESIRABLE ATTRIBUTES

The following attributes are highly desirable for Coles Liquor Group and increase your product's data enrichment

- Brewery (For Beer Lines only)
- Drinking Date Range (Range) (For Wine Lines only)
- European Brewery Convention (For Beer Lines only)
- Wine Maker (For Wine Lines only)
- Brand Messaging
- Taste on Palate
- Distillery (For Spirits & RTD Lines only)
- GPC
- Sub Brand
- UNSPSC Code
- VideoURL
- Allergen (Contains)
- Allergen (Free From)
- Allergen (May Be Present)
- Aroma
- Body (For Wine Lines only)
- Colour
- IBU - International Bittering Units (For Beer Lines only)
- Ingredients
- PH level (For Wine Lines only)
- Preservative Free
- Preservatives
- Strength (For Beer Lines only)
- Boutique/Independent
- Occasion
- Organic
- Serving Suggestion
- Target Audience
- Reviews And Awards
- Age (For Spirit Lines only)
- Cellaring Info/Peak Drinking (For Wine Lines only)
- Current Vintage (For Wine Lines only)
- Vinification and Maturation (For Wine Lines only)
- Vintage (For Wine Lines only)
- Vintage Conditions (For Wine Lines only)
- Vintage Notes (For Wine Lines only)
- Secondary images

IMAGE REQUIREMENTS

Coles Liquor Group require images to meet the below specifications in order to be uploaded in SKULibrary:

- Minimum size: 1500x1500px (Recommended: 3500x3500px)
- Minimum 300 DPI with RGB colour profile
- Dissolved background with accurate clipping path (product will be rejected if item itself has been clipped)
- Images must be SQUARE
- Padding: 10% or 10px margin
- Placement: Product image to be centred & 80% of image canvas size
- File format: PNG, JPG
- Include Front images for all alcoholic beverages: for bottles of wine and spirits, provide Front 2D and Back 2D images; for single bottles or cans of beer and premixed drinks, include Front 2D and Back 2D images; and for packs or cartons of beer and premixed drinks, supply Front 3D or Front 2D.
- Vintages:
 - For non-vintage products: If the product name does not include a specific vintage year (NV), the product images must not display any vintage year.
 - For vintage-specific products: If the product name includes a specific vintage year, the product images must reference that same vintage year.
- Marketing images: Strictly no marketing images. However, lifestyle images are accepted.
- Lifestyle images: A lifestyle image takes your product and puts it in a real life setting.
- People and events: A lifestyle image may depict people enjoying your product. This is a great way to demonstrate scale and highlight your product for use in specific seasons or events, like sausages in the context of Aussie summer BBQs.
- Cooking and inspiration: Get your customers excited to try something new by showcasing a tasty meal or platter idea using your product as a feature, making it a go-to favourite that'll keep them coming back for more.
- Responsibility is with the supplier
- To update images as soon as packaging has changed (e.g. allergen claims, Country of Origin and nutritional info)
- To hold all of the necessary rights and/or licenses in respect of any logos, imagery or artworks provided to Coles and the supplier warrants that the supply of any such logos, imagery or artworks by Coles to customers will not infringe any rights of any third party.

UPLOADING IMAGES IN SKULIBRARY

Before uploading an image to a product that is already **Published**, make sure to **Unpublish** it first. This ensures the image upload will be successful.

The screenshot displays the Skulibrary product management interface. At the top, the current status is 'PUBLISHED'. A 'JUMP TO' dropdown menu is visible. On the right side, there are buttons for 'SAVE', 'EDIT STATUS', and a highlighted 'UNPUBLISH' button. The main content area is divided into two sections: 'IMAGE GALLERY' and 'CORE ATTRIBUTES'. The 'IMAGE GALLERY' section shows three images of beer cans, with a large 'SUNDRIFT Hazy IPA' can in the foreground and two smaller cans behind it. An 'OPEN GALLERY' button is located below the images. The 'CORE ATTRIBUTES' section contains several input fields: 'Product Code' (CLG_6131486), 'EAN' (9352836001531), 'Product Name' (Slipstream Sundrift Hazy XPA 375ml Can 375mL), 'Item ID' (6131464), and 'Seller ID' (6131486). A 'Category' dropdown menu is set to 'Domestic - Craft'.

UPLOADING IMAGES IN SKULIBRARY

In the Product View you can upload a product image by dragging it over the **Drag & Drop Images** box and releasing.

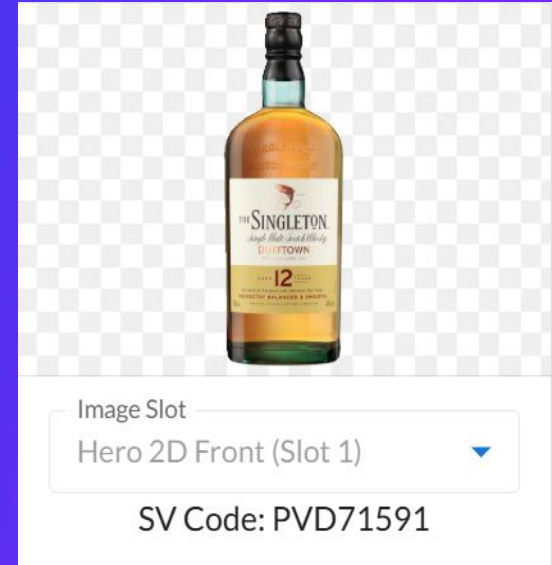
Alternatively, click on **Upload Images** and select the image from your computer.

When uploading product images, please make sure the image is named with its corresponding slot number to avoid getting an error (e.g., "image-1.jpeg")

Once the product image has been uploaded and you need to make some changes, click Open Gallery.

All products **MUST HAVE** a Product Image.

UPLOAD IMAGES 



UPLOADING IMAGES IN BULK

1. Access the Submission Form on the [Supplier Portal](#)

2. Prepare Your Images

- Name images using the product's CLG Code and a slot number:
 - Slot 0: Front 3D | Slot 1: Front 2D | Slot 2: Back of Pack
 - Slot 3: Left Side | Slot 4: Right Side | Slot 5: Top | Slot 6: Bottom
 - Example: For product CLG_547635:
 - Front 2D Image: CLG_547635-1
 - Back of Pack: CLG_547635-2
 - Right Side: CLG_547635-4

3. Submit Your Images via the form

- Use one of these methods:
 - File-Sharing Link: Provide the link in the form.
 - Direct Attachment: Attach image files directly.

Image Name	Slot Position
0	Hero 3D
1	Hero 2D
2	Back of pack
3	Left side
4	Right side
5	Top
6	Bottom
7-21	Additional
70	Mobile Hero

UPLOADING IMAGES




An image with a valid clipping path will appear with a checkered background all the way to the edge of the product to indicate that the background has been removed and the product has been cut out. This allows the product to be used by Coles Liquor Group in promotional material.

To view the clipping path and image details, click the three orange dots in the **Open Gallery** view, then select the **Metadata** or **Clipping Path** Tool.

To delete an image, click the three orange dots and select **Delete Mode**. You can then select one or multiple images to remove from the product.



OPEN GALLERY

-  Delete mode
-  View Metadata
-  View Clipping Path

SUBMITTING YOUR PRODUCTS FOR APPROVAL

SAVE

SUBMIT

If you want to save your changes and return to the product later, click on the green **SAVE** button. If you have completed all the required changes and want to submit your product, click on the orange **SUBMIT** button for your products to be reviewed by Coles Liquor Group.

A product cannot be sent for approval if mandatory data is missing. Any missing mandatory data will appear in a red error box at the top of the product information.

Once your product has been submitted for approval, the images and data will be sent to Coles Liquor Group for approval before they are published online.

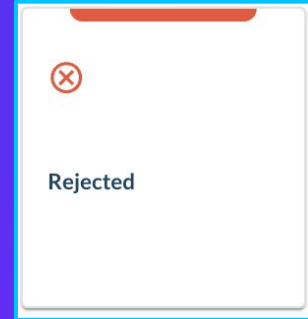
To delete a product, please reach out to your category manager at Coles Liquor Group for assistance.

REJECTED PRODUCTS

If your products have been rejected, you will receive an email notification.

To review the rejected items, go to the “REJECTED” tile on the SKUlibrary landing page and click on each product to view the specific rejection reasons.

Please update the missing mandatory data or images in SKUlibrary.



CURRENT STATUS: REJECTED

FURTHER ASSISTANCE



If you require further assistance please email us on supportanz@salsify.com.

OR



You can visit the Supplier Portal for more information on requirements, FAQs, training videos and to submit a [help ticket](#).

