



SKULIBRARY HELP GUIDE

UPLOADING CONTENT

A QUICKSTART GUIDE FOR SUPPLIERS UPLOADING CONTENT IN **SKU**library

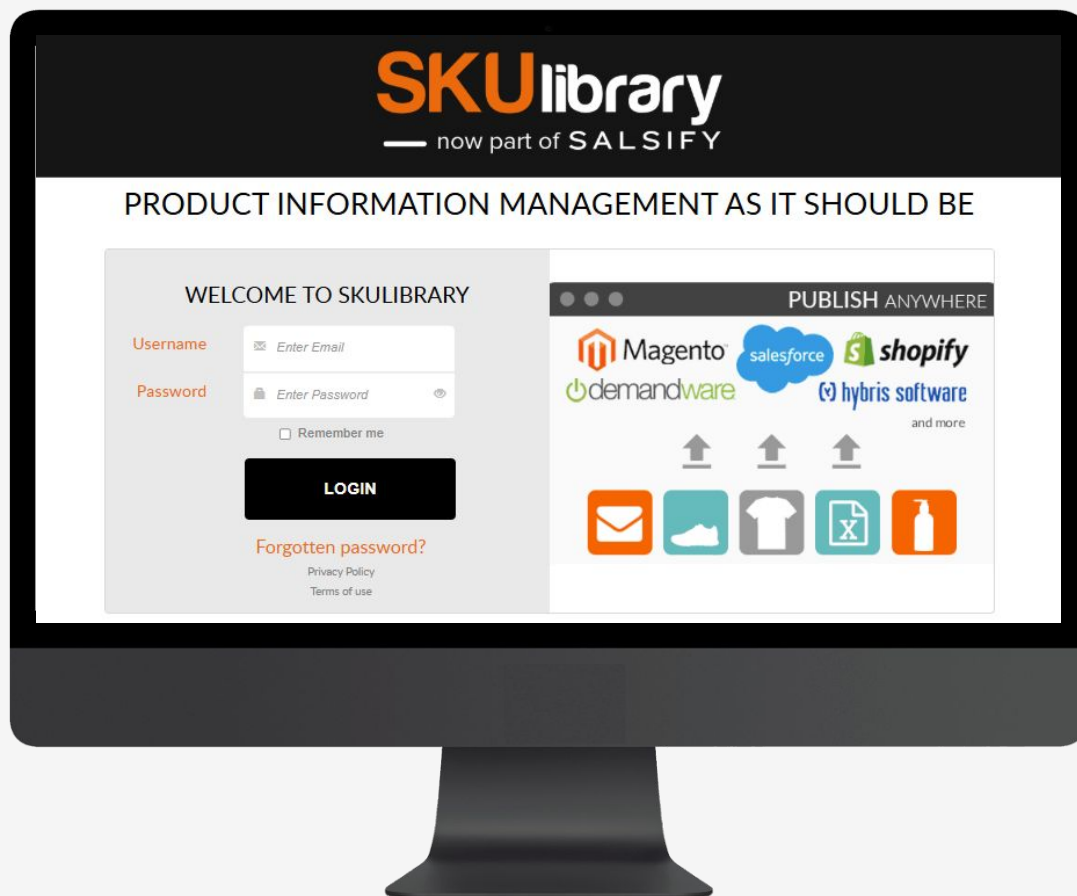
GUIDE CONTENTS

This guide outlines the basic steps of uploading your content in **SKULIBRARY**.

- ✓ Logging in to SKULibrary
- ✓ How to use the PRODUCT PAGE in SKULibrary
- ✓ Product Statuses
- ✓ Uploading Products
- ✓ Submitting for Approval
- ✓ Support



LOG INTO SKULIBRARY

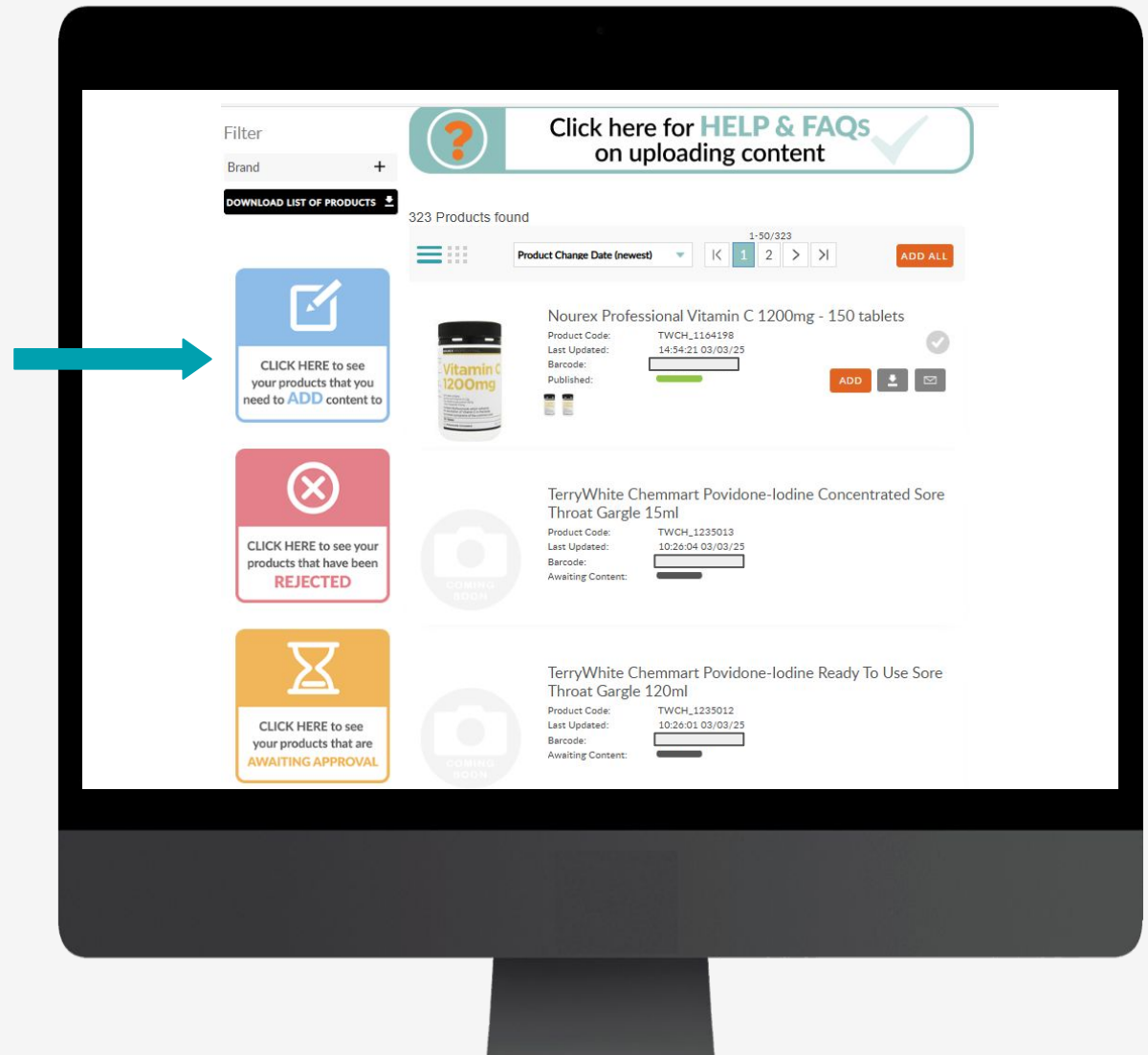


Go to
<https://go.skulibrary.com/login>
and **log in** using the details
provided to you via email.

THE PRODUCT LISTING PAGE

Upon login, you will be taken to the product listing page. This gives you an overview of all of your products that require content.

To see which products require content, click on the blue banner to the left of the page.



PRODUCT **STATUSES**



Products requiring content - Products listed here are awaiting enrichment.



Rejected products - If your products have been rejected by Terry White, they will be located here. Terry White will provide a clear reason as to what needs to be edited in order for the product to be complete.



Products awaiting approval - Products in this tile are waiting for approval via Terry White.



Approved products - Approved products have the correct data and images displayed and have been accepted by Terry White.

ENRICHING PRODUCTS

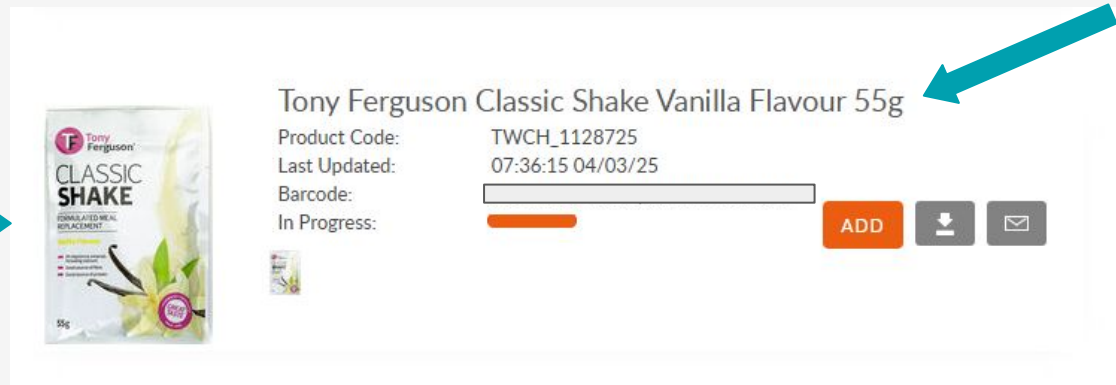
You will now be shown a list of products that you need to add content to. There may be products with existing content that need to be improved, and products with no content at all.

You can download a list of all your products that require content by clicking on the **DOWNLOAD LIST OF PRODUCTS** button to the left of the screen.

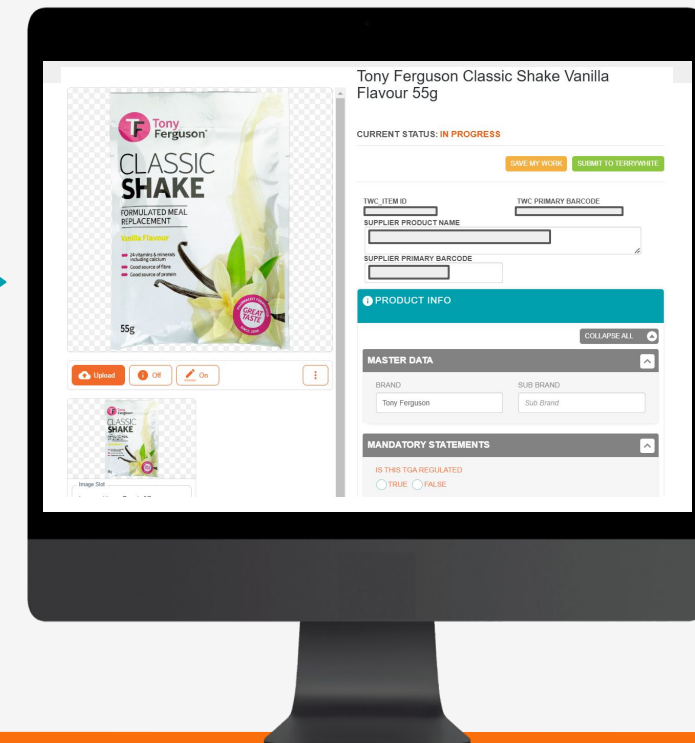


THE PRODUCT PAGE

Click on a product image or title to open the product.



On the product page, you can view and edit data attributes. You can also upload and delete images.



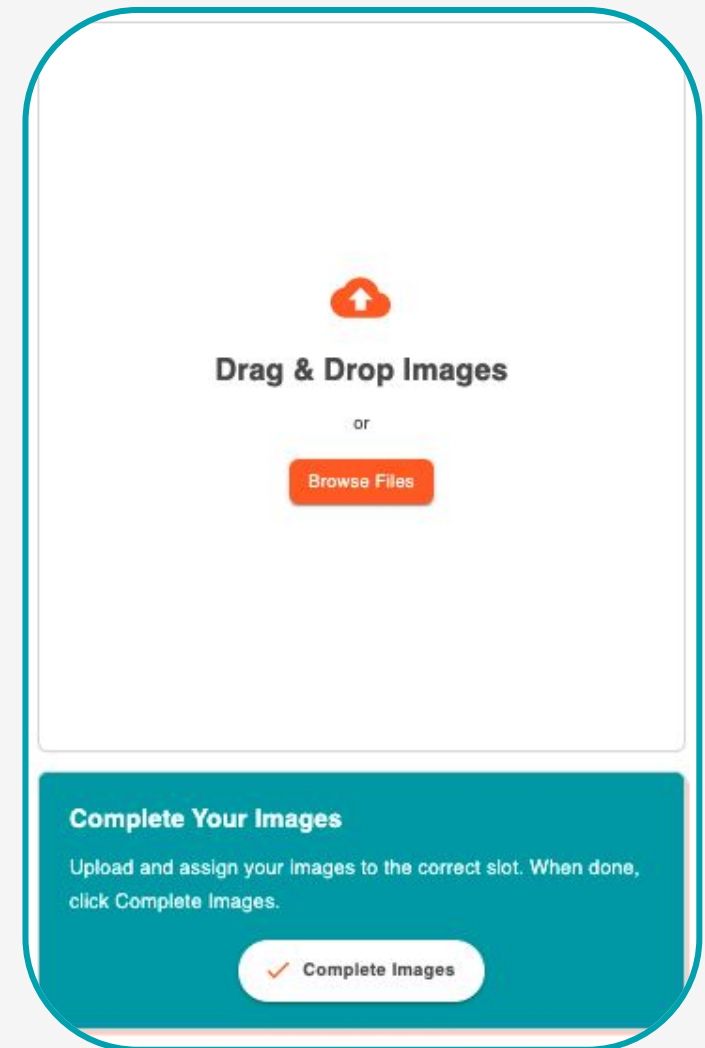
UPLOADING A **PRODUCT IMAGE**

Upload a product image

by dragging it over the **Drag & Drop Images** box and releasing, or click on Browse Files and select the image from your computer. Assign the image to a slot and select complete.

Images must be:

- Minimum image size - 1500 px
- Transparent background with valid clipping path

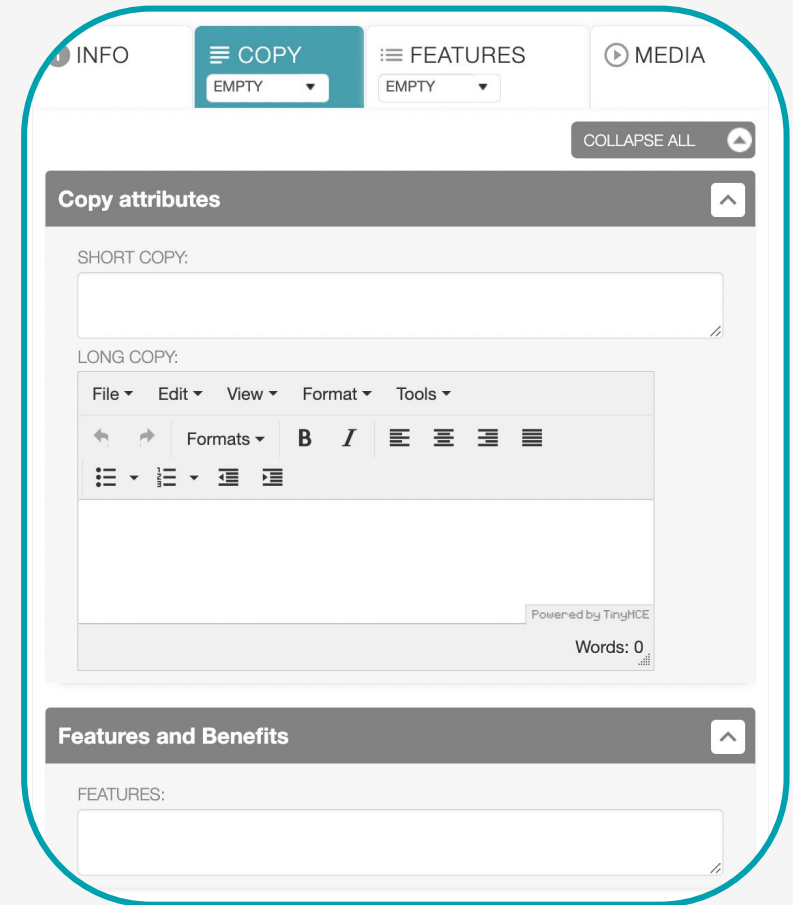


ADD PRODUCT CONTENT

Add product info and complete the product attributes.

This will either need to be typed in or selected from a drop-down menu.

Mandatory attributes must be completed in order to send your product for approval by Terry White.

A screenshot of a web form for adding product content. The form has a teal header bar with tabs: INFO, COPY (selected), FEATURES, and MEDIA. Below the tabs are two dropdown menus, both labeled 'EMPTY'. A 'COLLAPSE ALL' button is on the right. The main content area has two sections: 'Copy attributes' and 'Features and Benefits'. The 'Copy attributes' section has a 'SHORT COPY:' label above a text input field, and a 'LONG COPY:' label above a rich text editor. The rich text editor has a menu bar with 'File', 'Edit', 'View', 'Format', and 'Tools'. Below the menu are icons for undo, redo, bold, italic, bulleted list, numbered list, and link. The text editor is powered by TinyMCE and shows 'Words: 0'. The 'Features and Benefits' section has a 'FEATURES:' label above a text input field.

MANDATORY ATTRIBUTES

Below are the mandatory attributes which you must complete for products:

- Supplier Product Name
- Supplier Primary Barcode
- Is this TGA regulated?
- Is this advertising code TGAC approved?
- Short Copy
- Ingredients
- Usage Instructions
- Supplier name provided by Vendor

More information on mandatory requirements can be found on the TerryWhite portal page [here](#)

SUBMIT **FOR APPROVAL**

If you want to save your changes and return to the product later, click on the orange **SAVE MY WORK** button. If you have completed all the required changes and want to submit your product, click on the green **SUBMIT TO TERRY WHITE** button.

Once your product has been submitted for approval, the images and data will be sent to TerryWhite for processing.



UPLOAD CONTENT **IN BULK**

If you wish to bulk upload products please [click here](#). You can upload both images and data in bulk via our bulk upload process.

TerryWhite Chemmart Bulk Upload

To have content uploaded in bulk for TerryWhite Chemmart, please fill out the below form to submit this request.

Requirements for submission:

- Download your list of products in SKULibrary by clicking on the **Download list of products** button and populate with the relevant data for your products. [Click here](#) for a help guide.
- Attach the completed spreadsheet to the form on this page.
- Provide a download link to the images for your products e.g. Dropbox, WeTransfer etc.

Please provide images to the below specifications:

- Name to the product's **item ID or barcode** e.g. TWCH_123456789.jpg.
- If providing more than one image per product, include the image order in the name e.g. TWCH_123456789-1.jpg, TWCH_123456789-2.jpg etc.
- A minimum size of 1500 pixels.
- With a valid clipping path.
- One link for all images (not individual links per product)
- Ensure images are not within different folders within the link

Please note, if the provided files do not meet the above specifications, they will be rejected and you will be asked to resupply.

Please be aware: The bulk upload submission is for existing product updates only NOT to create new products. If you would like to request to have new products added, please submit this [here](#).

FREQUENTLY ASKED QUESTIONS

How do I delete a product?

- ✓ To delete a product in SKULibrary, please submit a ticket to supportanz@skuvantage.com.

How do I add new products?

- ✓ Admin users send us master data for products that they are requesting content for, and these will be the products you can see when you log in. We can certainly ask them if they can provide additional products in SKULibrary, although we won't be able to give you a timeline on if they will approve this request, or when the products will be available.

How do I remove a user from or add another user to my account?

- ✓ Please create a support ticket (<https://www.skuvantage.com.au/support/>) with the details of the product/user that you would like to add or remove, and we will do this for you.

HELP AND CHAT

Get in touch with our team using our **LiveChat** feature located on the bottom right of your screen in SKULibrary.

You can also get in contact with us via email:



supportanz@skuvantage.com

