

BULK UPLOAD GUIDE

1. Log into SKULibrary using the details sent to you in the content request email. Click on the Download List of Products button on the left hand side to download the list of products which Coles Liquor Group are requesting content for.
2. Populate the spreadsheet with the relevant data for your products. Please note that fields differ between categories and not all fields will be relevant to your products.
3. To view more information on what each field requires, you can hover over the specific fields in SKULibrary to see an explanation.
4. You can also provide a download link for your product images if you would like to us to upload your images in bulk too. Please ensure images are named to the product's Keycode e.g. CLG_987654.jpg. Images must meet the following specifications:
 - i. Minimum image size – 2000 x 2000px | Maximum - 3550 x 3550px
 - ii. Minimum 300 DPI with RGB colour profile
 - iii. There must be a front image - it must be square
 - iv. The product shot fills the canvas with a minimum 5-10px border
 - v. Resolutions, creases, tears and blemishes should be re-touched out
 - vi. Dissolved background with clipping path
5. Once you have completed the spreadsheet, attach it to the form on the Supplier Portal along with a download link to the images for your products if required. You will be notified via email once your bulk upload has been completed.