

DIRECT CHEMIST OUTLET

SKUlibrary HELP GUIDE

A QUICK START HELPGUIDE FOR USING **SKU**library

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SIGNUP & LOG IN

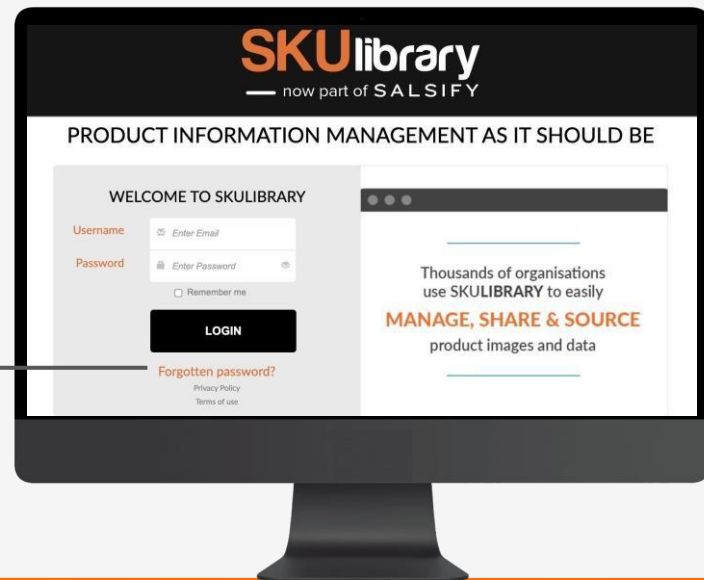
Once your products have been requested by Direct Chemist Outlet to be enriched, they will be added to SKULibrary and your account will be created.

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

Log into SKULibrary at go.skulibrary.com/login.

If you've forgotten your password, click on

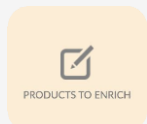
Forgotten password.



THE LISTER PAGE

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

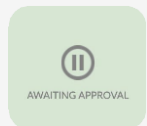
Use the tiles on the left hand side to guide you:



Products to enrich - These products require enrichment and submission.



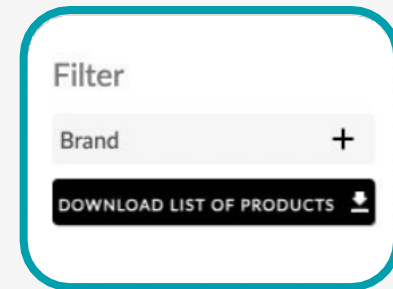
Rejected products - These products have been reviewed and require editing before they can be resubmitted.



Awaiting approval - These products are in Direct Chemist Outlet's queue to review.

PRODUCT ENRICHMENT

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.



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

On the product page, you can upload images and add requested data attributes. Please ensure you complete the mandatory attributes in order to submit your product, these fields will be highlighted in red. You can view the full list of mandatory attributes on the [Supplier Portal](#).



PRODUCT ENRICHMENT

Mandatory Data For Your Product Range:

- Supplier Product Name
- Supplier Primary Barcode
- Brand
- Is this TGA regulated
- Is this advertising code TGAC approved
- Online Mandatory Statement - Required if TGA is regulated
- Active Ingredients - Required if TGA is regulated
- TGA Category - Required if TGA is regulated
- Short Copy and/or Long Copy
- Ingredients
- Supplier Name Provided by Vendor
- Preparation and Usage Instructions

UPLOADING IMAGES

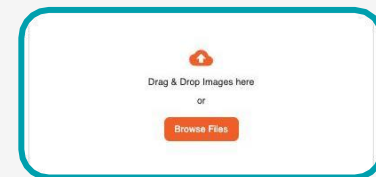
Direct Chemist Outlet require images to meet the below specifications in order to be uploaded in SKUlibrary:

- Minimum size: 1200 x 1200 pixels
- Image canvas must be square

UPLOADING IMAGES

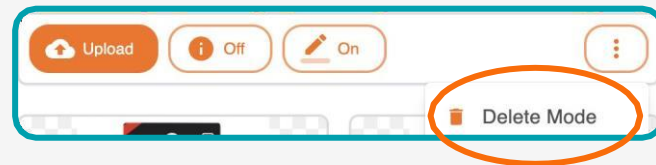
Upload a product image by dragging it over the **Drag & Drop Images** box and releasing, or click on **Browse Files** and select the image from your computer.

Once the product image has been uploaded, you will be required to assign a slot to the image, according to the type of image. Choose the relevant image slot from the dropdown menu under each image. All products must have a Main Image.



UPLOADING IMAGES

If you'd like to delete an image, click on the three orange dots and select Delete Mode. You can select one or multiple images to delete from the product.



The clipping path and image information can be turned on and off by toggling between the info and path icons.



SUBMIT YOUR PRODUCTS 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 DIRECT CHEMIST OUTLET** button.

Once your product has been submitted for approval, the images and data will be sent to Direct Chemist Outlet for processing before they are published online.

FREQUENTLY ASKED QUESTIONS

How do I add new products?

Direct Chemist Outlet 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.

Can I upload my content in bulk?

We can assist in uploading images and data in bulk on your behalf. Please submit your content for upload via the bulk upload form on the [Supplier Portal](#).

NEED 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.

