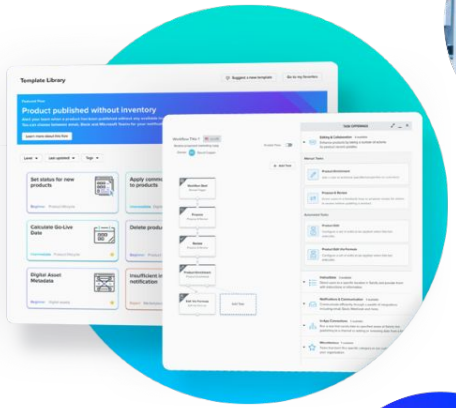
Nutrien Ag Solutions

SKUlibrary HELP GUIDE

Nutrien® Solutions









SALSIFY

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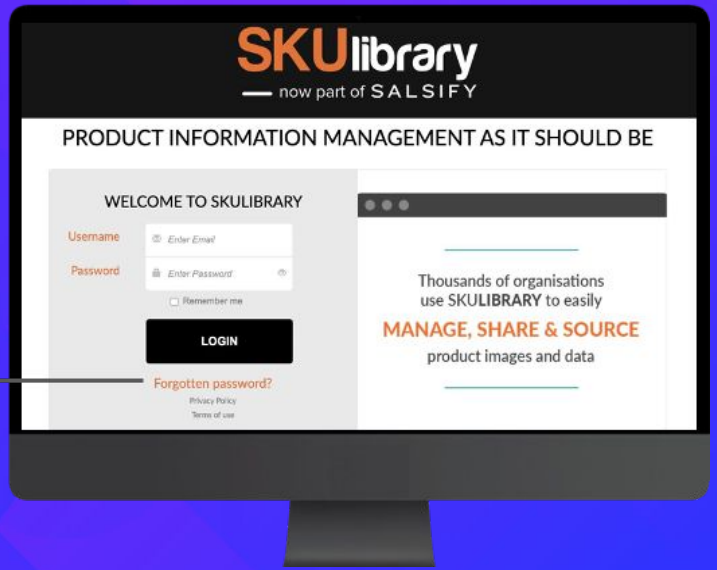
SIGN UP & LOGIN

Once your products have been requested by Nutrien Ag to be enriched, they will be added to SKUlibrary and your account will be created.

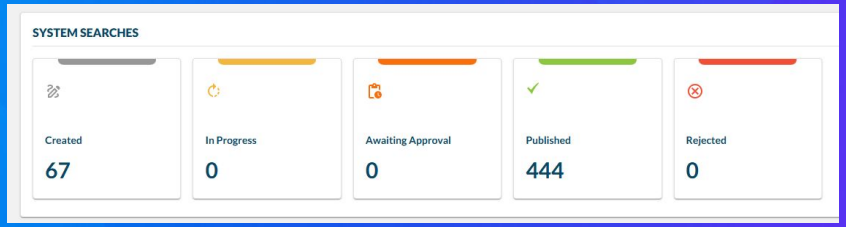
If you don't have an account or would like to add additional users, please submit a support request.

Log into SKUlibrary at app.skulibrary.com/login. 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 Nutrien Ag Solutions 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 Nutrien Ag Solutions queue to review. You'll be notified via email once they're approved or rejected.

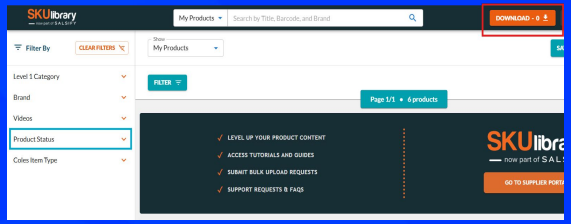
Published Products - These products have been reviewed and approved by the QA team and will be syndicated online.

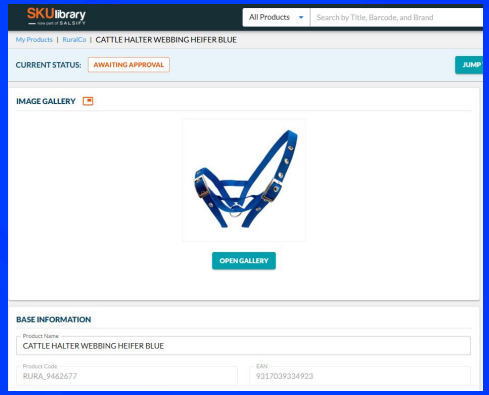
UNDERSTANDING THE LISTER PAGE

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.







SALSIFY

PRODUCT DATA REQUIREMENTS

Product Copy

- Long Copy

Image Requirements

Nutrien Ag Solutions require images to meet the below specifications in order to be uploaded in SKUlibrary.

- Minimum image size - 1000 x 1000px
- There must be a front image

UPLOADING IMAGES

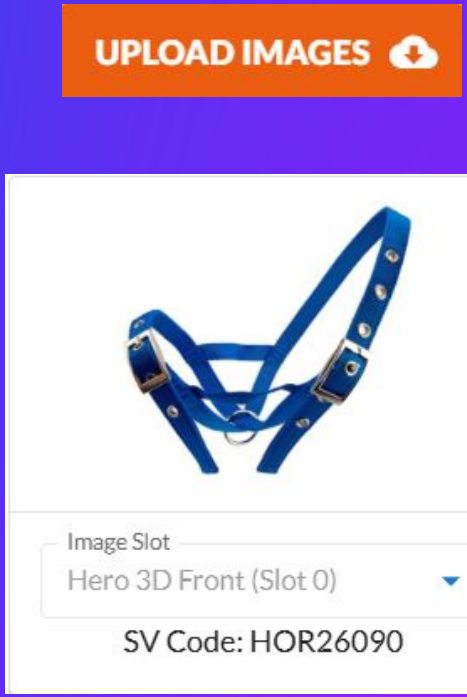
In the Product View you can upload a product image by dragging it over the **Drag & Drop Images** box and release.

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.

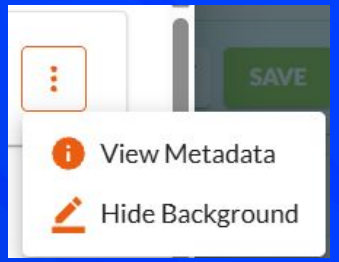
All products MUST HAVE a Product Image or Brand Image.



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.

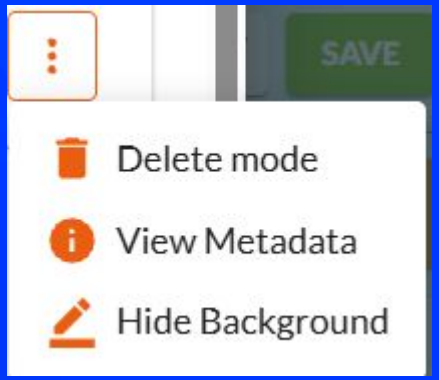
To view the clipping path and image details, click the three orange dots in the **Open Gallery** view, then select **View Metadata** or **Hide Background.**





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





UPLOADING IMAGES IN BULK

1. Access the Submission Form on the Supplier Portal

2. Prepare Your Images

- Name images using the product's RURA Code and a slot number:
  - Example: For product RURA_547635:
    - Product Image: RURA_547635-0
    - Brand Image: RURA_547635-1
    - Additional Image 1: RURA_547635-2

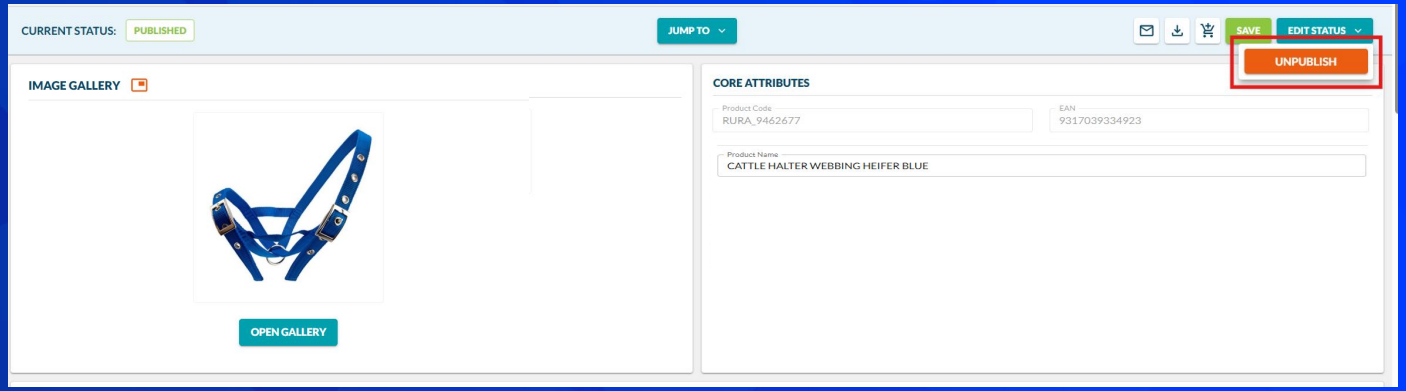
Slot Position	Image Name
0	Product Image
1	Brand Image
2-20	Additional Images

3. Submit Your Images via the form

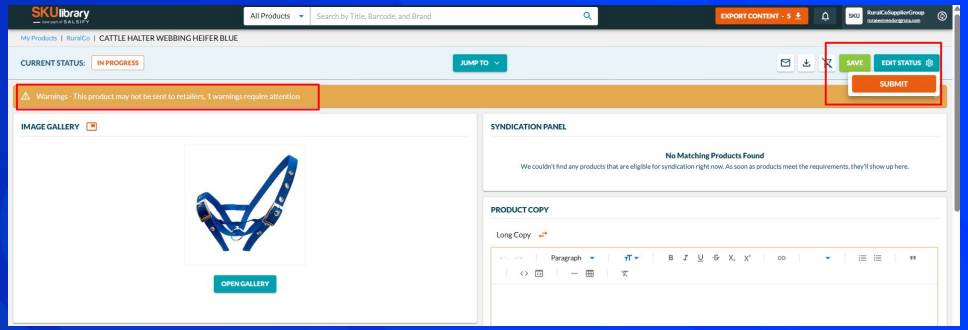
- Use one of these methods:
  - File-Sharing Link: Provide the link in the form.
  - Direct Attachment: Attach image files directly.

UPLOADING IMAGES

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.



SUBMITTING YOUR PRODUCTS FOR APPROVAL



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 blue green **EDIT STATUS** button then **SUBMIT** for your products to be reviewed by Nutrien Ag Solutions team.

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

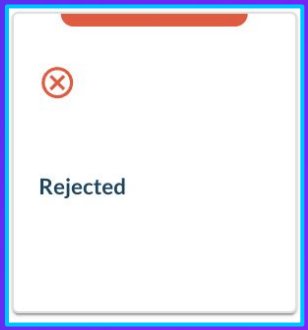
Once your product has been submitted for approval, the images and data will be sent to Nutrien Ag Solutions for processing before they are published online.

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

FREQUENTLY ASKED QUESTIONS

How do I add new products?
Nutrien Ag Solutions 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.

How do I delete a product?
To delete a product, please reach out to your category manager.

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.

