



SIGMA HEALTHCARE **SKUlibrary HELP GUIDE**

A QUICK START HELP GUIDE FOR USING **SKUlibrary**

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SIGNUP & LOG IN

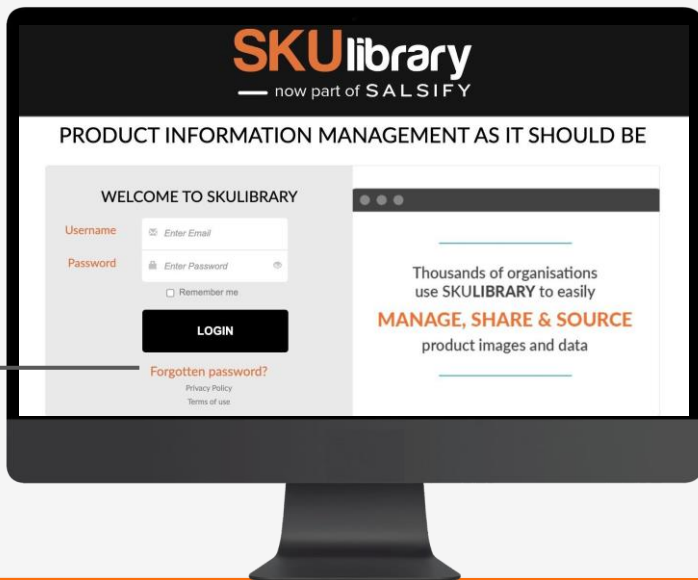
Once your products have been requested by Sigma Healthcare to be enriched, they will be added to SKULibrary and your account will be created.

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

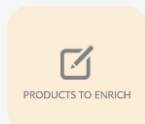
Forgotten password.



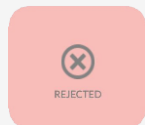
THE LISTER PAGE

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

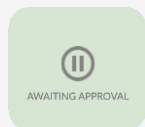
Use the tiles on the left hand side to guide you:



Products to enrich - These products require enrichment and submission.



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



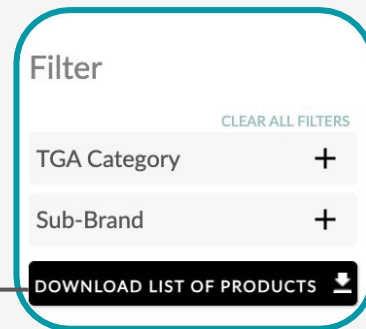
Awaiting approval - These products are in Sigma's queue to review.

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.




Filter

[CLEAR ALL FILTERS](#)

TGA Category +

Sub-Brand +

DOWNLOAD LIST OF PRODUCTS 



INGREDIENTS:

ACTIVE INGREDIENTS:

STORAGE DISPOSAL:

Mandatory Fields

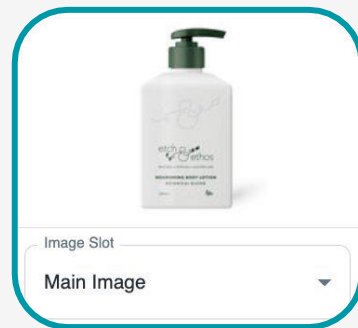
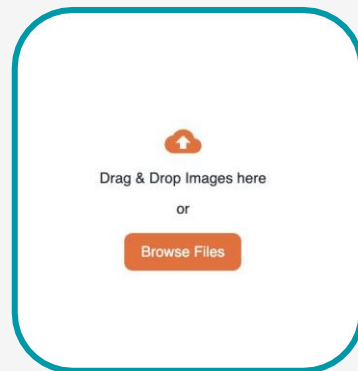
All mandatory fields must be completed before submitting your product data to Sigma. To keep up to date with the mandatory fields, please visit the [Sigma Supplier Portal](#)

Mandatory Data	
Product Title	
Short Description	
Long Description	
Ingredients	
Warnings	If Is This TGA Regulated? = TRUE
Schedule	If Is This TGA Regulated? = TRUE
Active Ingredients	If Is This TGA Regulated? = TRUE

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

Images must meet the below requirements to be uploaded:

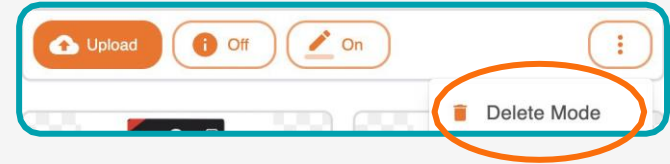
- Minimum image size – 1000px
- Be saved with a portrait or square layout
- Be saved as .jpg (not .jpeg)
- Be optimised for the web (72 dpi)
- Be placed on a full white background
- Show the product in its defined UOM

For 2D product images:

- Frontimage2D should be a flat front facing image of the product
- Suppliers need to ensure that the front-face image is without edges or additional elements in front.

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 SIGMA** button.

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

FREQUENTLY ASKED QUESTIONS

How do I add new products?

Sigma Healthcare 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.

