UPLOADING CONTENT IN BULK FOR

Independent Hardware Group
Mitre 10 • Home Timber & Hardware • Thrifty-Link • True Value Hardware
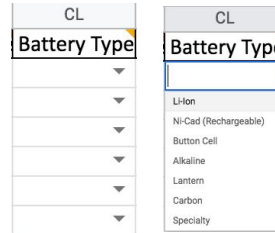
1. Download the spreadsheet from the IHG Bulk Upload page. This spreadsheet can only be used to update existing products. To create new products, you must reach out to your Category Manager.

2. At the bottom of the spreadsheet, select the category of the products that you are uploading data for. For example, if your products are Electrical Appliances you would select the "ElectricalAppliances" tab. Each tab has specific attributes that relate to the product category so it is important to select the correct one.

   General   PowerTools   ElectricalAppliances   HandTools
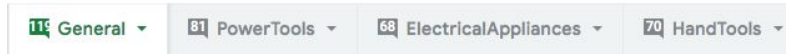
3. The columns highlighted in **red** are mandatory fields. You must complete all mandatory fields for each product.

4. In some fields, a drop down menu is available for you to choose from. For example, in the **Battery Type** field you can choose from a list of battery types by clicking on the arrow in each cell.

   CL Battery Type
   Li-Ion
   Ni-Cad (Rechargeable)
   Button Cell
   Alkaline
   Lantern
   Carbon
   Specialty

5. You can view more information about each field by hovering over the column headers. These explain the meaning of each field and what type of information you should input.

   Name
   This is a mandatory field. Product Description in order of: Brand, Product, Colour, Size, Weight. eg. Technika Gas Cooktop 5 Burner 60cm. - Max. 120 characters.

6. Once you have completed the spreadsheet, attach it to the form on the IHG Bulk Upload page along with a download link to the images for your products if you are choosing to upload images in bulk too. You will be notified via email once your bulk upload has been completed.

Need help?

Click on the **Help and Chat** button on the bottom right of your screen in SKUlibrary for live chat, retailer requirements, an upload guide and comprehensive FAQ's.

Email: support@skuvantage.com

FAQ's

? How do I add or remove users?
✔ Please fill out this form (https://www.skulibrary.com/skucapture-ticket/) with the details of the user.

? How do I add or delete products?
✔ To add new products or delete products, please reach out to your category manager.