

# Uploading Images



Clicking on the [“edit” button for the image line](#) on your merchant group page takes you to the image upload screen. All styles living within this merchant group appear on this page.

## Mass Upload

Click the “+” button to upload images for multiple styles in your group. There is no limit to the number of images you can upload. If you have multiple colors per style, name images by vendor style\_vendor color so the system will automatically assign the image to the appropriate color choice.

## Single Style & CC Upload

Clicking on the “Add Image” placeholder next to a style or customer choice allows you to upload images for that style or color. If you upload at a style level, and your style has multiple colors, you’ll either need to [add the vendor color to the image name](#), or [manually move the images to the CC line](#).



Merchant Groups > BABYSWEDE L...



DEPARTMENT  
73 - INF&TOD BASICS&ACCES

VENDOR  
BABYSWEDE LLC

BRAND  
BABY BJORN

GROUP DESCRIPTION  
BABYSWEDE LLC\_73\_Buy34567

ATTRIBUTE DUE  
06-28-18

IMAGES DUE  
06-28-18

COUNTS  
CC: 30 | SKUs: 36

Attributes

Images and Samples



VENDOR STYLE

IMAGES

STATUS

COMMENTS

F2134

Blanket

CC: 2 | Images: 0 | Due: 06-28-18

All style's samples sent



NEW

CC #: 9790873

Vendor Color: Grey  
NRF Color: 020-GREY

Images: 0 | Due: 06-28-18

Samples sent



CC #: 9790909

Vendor Color: OXFORD  
NRF Color: 002-OXFORD

Images: -1 | Due: 06-28-18

Samples sent



F2135

Baby Blanket

CC: 2 | Images: 0 | Due: 06-28-18

All style's samples sent



NEW

# Uploading Images Cont'd

After clicking add images, a pop up will appear. Click Browse to add the image(s) you want to upload from your computer. Then click “Open”.

The system will check the image name and file specifications. If the image doesn't meet the requirements, an error message will appear. Verify the image and try again.

When successfully uploaded, a green checkmark will appear. You now have the option to click “Done” or select the orange “+” button to add more images.

For styles with multiple colors, the thumbnails will appear next to the color choice if the image name has the vendor color.

For styles with one color, the thumbnail will automatically route to the color choice under that style.

The screenshot shows the 'Upload Images' interface. At the top, there is a header 'Upload JPEG or TIFF Images' with a 'BROWSE' button. Below this, a note states 'Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 DPI)'. The main section is titled 'Upload Images' and shows 'UPLOADING 4 IMAGES'. It lists three files: 'BABYSWEDE LLC\_73\_CV456\_White Gray.tif' (with an error message: 'The file name on this image does NOT match a Vendor Style in this Merchant Group'), 'BABYSWEDE LLC\_73\_F2134\_Grey.tif' (with a green checkmark), and 'BABYSWEDE LLC\_73\_F2134\_Oxford.tif' (with a green checkmark). An orange '+' button is in the top right corner. A large black arrow points from the '+' button to the bottom right. Below the upload list, there is a detailed view for style 'F2134 Blanket'. It shows 'All style's samples sent' (checked), 'CC #: 9790873', 'Vendor Color: Grey', 'NRF Color: 020-GREY', and 'Images: 1 | Due: 06-28-18'. It also shows a thumbnail of a green blanket and an 'Add Image' button. Below this, it shows 'CC #: 9790909', 'Vendor Color: OXFORD', 'NRF Color: 002-OXFORD', and 'Images: 1 | Due: 06-28-18', with a thumbnail of a blue blanket and an 'Add Image' button. A 'Cancel' button and a 'Done' button are at the bottom right. A green arrow points to the error message, and a purple arrow points to the 'Done' button.

Upload JPEG or TIFF Images

Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 DPI)

Upload Images

UPLOADING 4 IMAGES

BABYSWEDE LLC\_73\_CV456\_White Gray.tif  
The file name on this image does NOT match a Vendor Style in this Merchant Group

BABYSWEDE LLC\_73\_F2134\_Grey.tif

BABYSWEDE LLC\_73\_F2134\_Oxford.tif

F2134  
Blanket  
CC: 2 | Images: 2 | Due: 06-28-18

All style's samples sent

CC #: 9790873  
Vendor Color: Grey  
NRF Color: 020-GREY  
Images: 1 | Due: 06-28-18

CC #: 9790909  
Vendor Color: OXFORD  
NRF Color: 002-OXFORD  
Images: 1 | Due: 06-28-18

Cancel Done