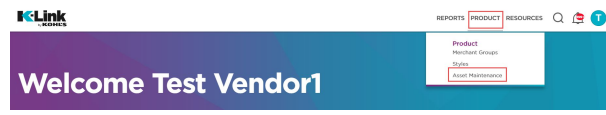
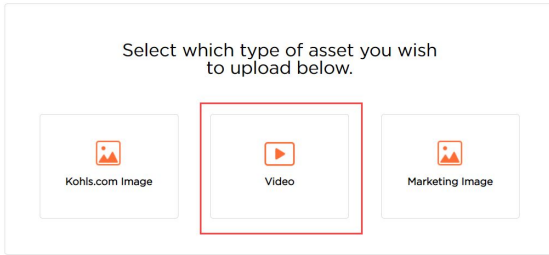


Quick Reference Guide - Video Upload

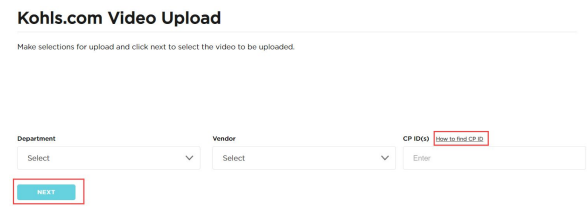
Step 1: Navigate to “Asset Maintenance”, located under Product on the dropdown menu



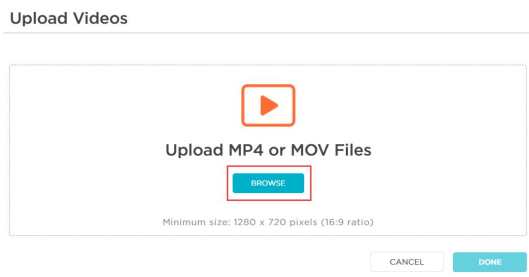
Step 2: Select “Video” as your asset type you wish to load



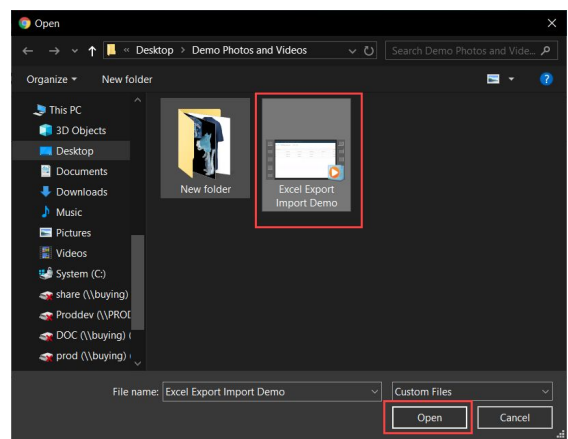
Step 3: Enter in your Department Number, Vendor Name & CP ID (web ID) of the product page you wish to add a video to. If you do not know how to locate your CP, select “How to find CP ID or work with your buying office to obtain. Once all the information is entered, hit next.



Step 4: Select Browse to upload the video. The video must be a minimum size of 1280 x 720 pixels (16:9 ratio).



Step 5: Select the video from your computer. You do not need a special file name.



Step 6: Once the video is loaded in, you will receive a green check mark. Hit done to finish. Videos will be added to product pages within 5-7 business days from upload. Note: Videos will not show on the merchant group screens.

