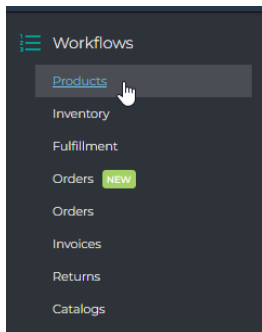




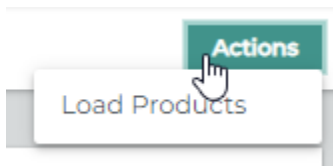
## Supplier Product Upload SOP

### UPLOADING NEW PRODUCT

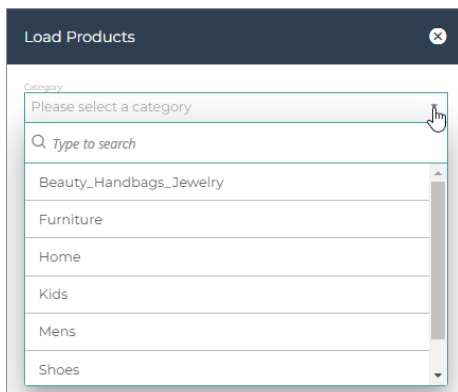
1. Log into CommerceHub
2. Hover over Menu Bar
3. Under Workflows Scroll down and click Products



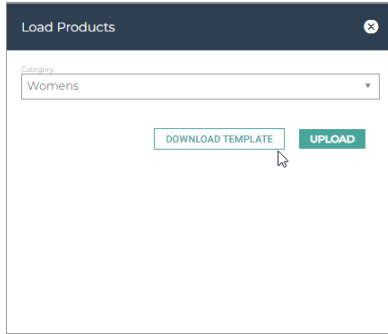
4. On the right hand side, hover over Actions
5. Click load products



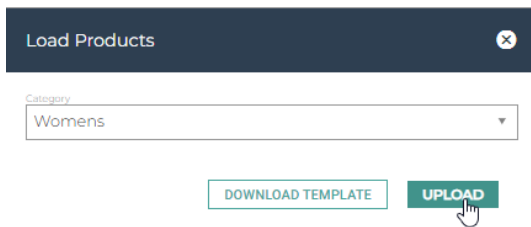
6. Select Category



7. Click Download Template Spreadsheet



8. Open Template and complete within [Product Template Guidelines](#)
  - a. Ensure photos are formatted to meet BrandX photo requirements
  - b. If you are using dropbox to host your images note the following: **Important:** *Dropbox will automatically create a link with a dl=0 extension, which will result in an image error. The dl=0 value must be changed to dl=1.*
  - c. Ensure Product Titles meet BrandX title requirements
  - d. All green fields are required, blue are recommended, and white/gray are optional
  - e. Ensure all free text is proper case
9. Send to [products@brandx.com](mailto:products@brandx.com) and respective buyer for review, revisions, and approval
10. Upon Approval, repeat steps 3-5
11. Click Upload Template



12. Let the upload process for a couple minutes, Commercehub will tell you if it is successful or not

## COMPLIANCE REPORT

Upon upload you will want to pull the Product Exceptions Report to check for compliance.

1. Upon Upload, hover over menu bar
2. Scroll to Automation and Reporting
3. Hover over Exceptions



