Retailer Guide to the IndiePet Open Catalog

Powered by SALSIFY

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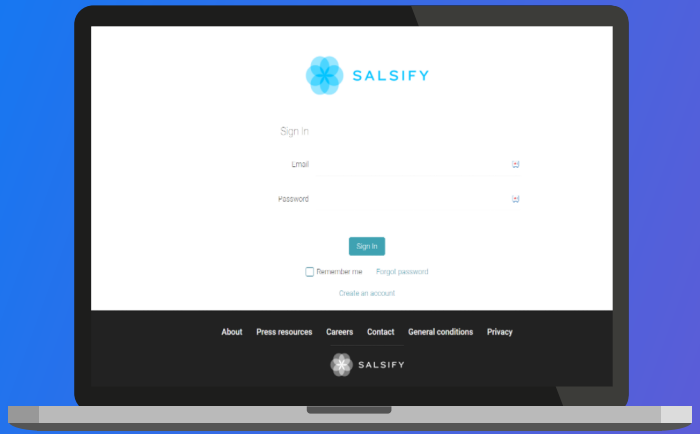
SALSIFY

Logging In

Login or Sign up



You already use Salsify:

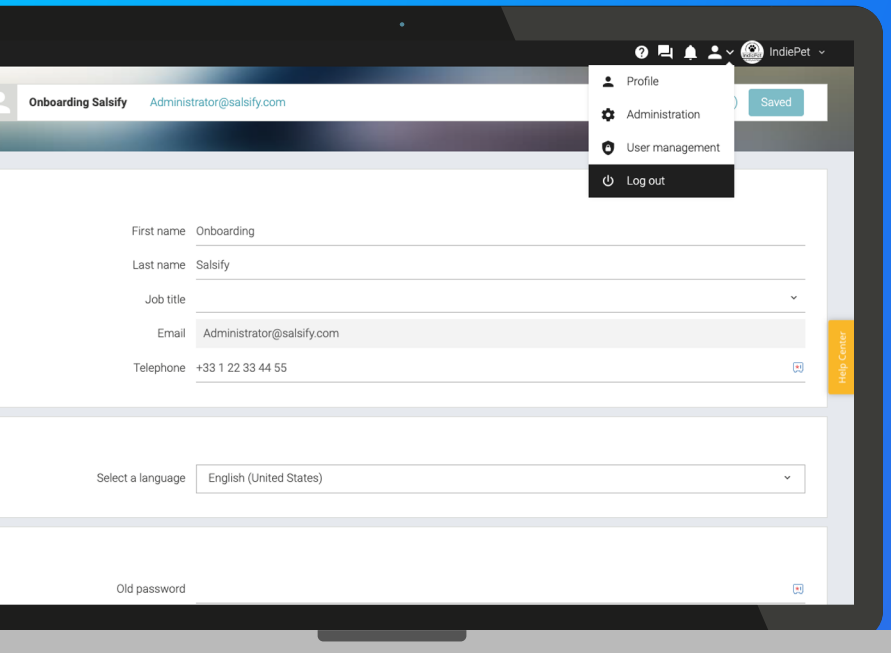
- Log in to your account
- Go to app.supplierxm.salsify.com
- Enter your login information (email address and password)
  - If you've forgotten your password, click "Forgot password" to reset it.
- Click on "Sign in."

You need an account:

- If you are not a Salsify user, you will need to request access.
- To request access, please email: linda@indiepet.org
  - Watch for the email to confirm your account

Configuring Access

Configure your profile

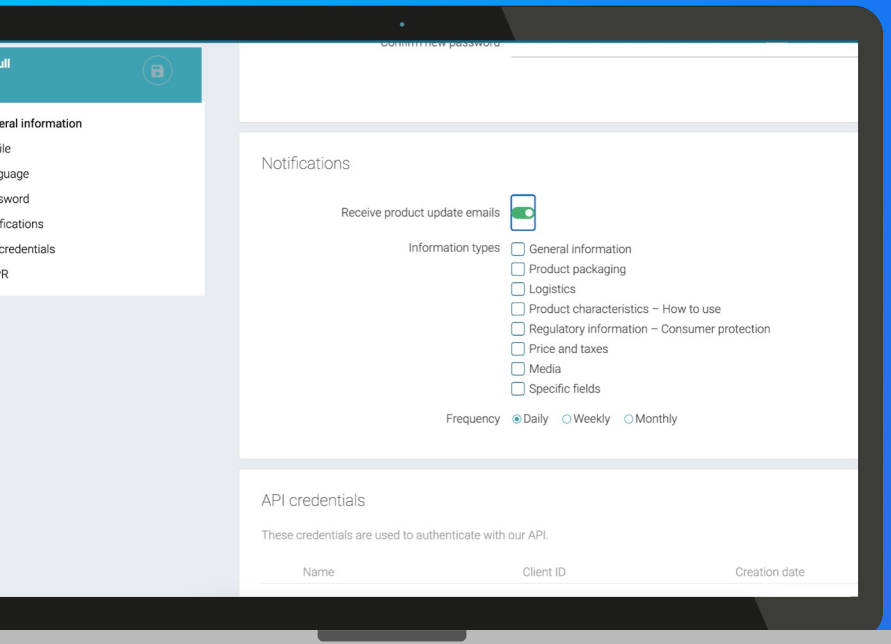


Your profile is where you:

- Update your **personal information**
- Select the **language** of the platform
- Change your **password**
- **Get notifications** based on your configuration
- **Access the API*** for automated product updates

*if you will be using API to automate your product updates, please use **this link**.

Configure notifications



Adding notifications enables you to:

Receive email updates from SupplierXM (IndiePet Open Catalog) at a frequency you define alerting you to the name and UPC of products that have been updated or newly added.

New product information may then be downloaded.

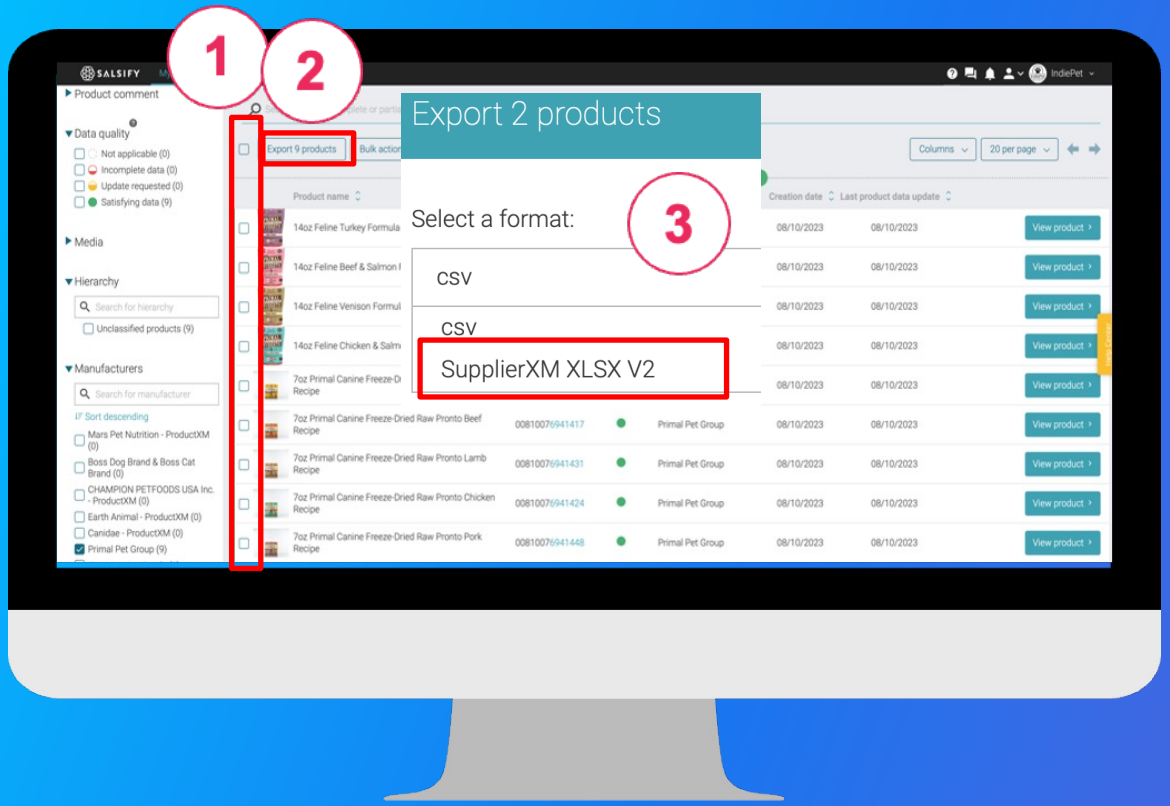
Activate the email notifications in your profile

1. **Select** the **type of the data** for which you want to receive updates
2. **Select** the **frequency** for which you want to receive email notifications
3. You will receive an email with the list of UPC/GTINs that have been updated and a link to the history tab of the products

Downloading Product Data

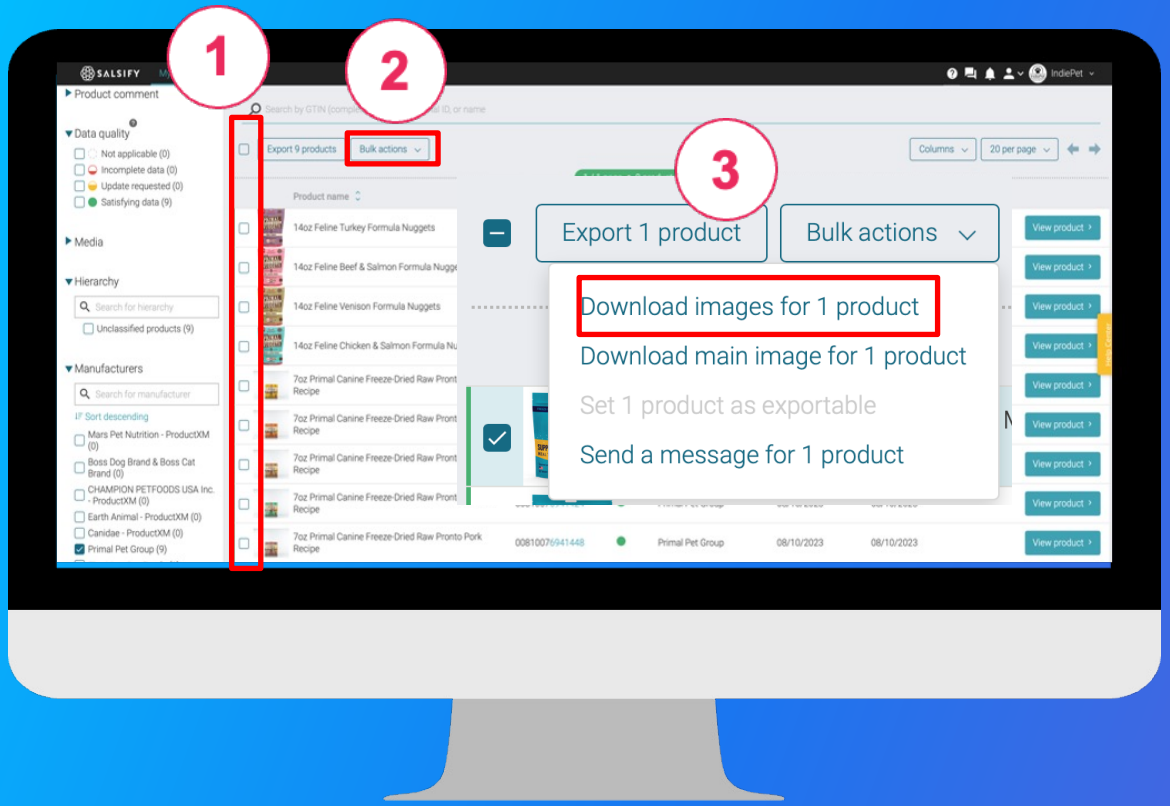
1. …for multiple elements via the catalog page
2. …from a product page

Download product data from the catalog page



1. **Select** the desired product(s)
2. Click on **“Export products”**
3. From the drop down choose **“SupplierXM XLSX V2” (IndiePet’s Open Catalog)**

Download multiple product images from the catalog page



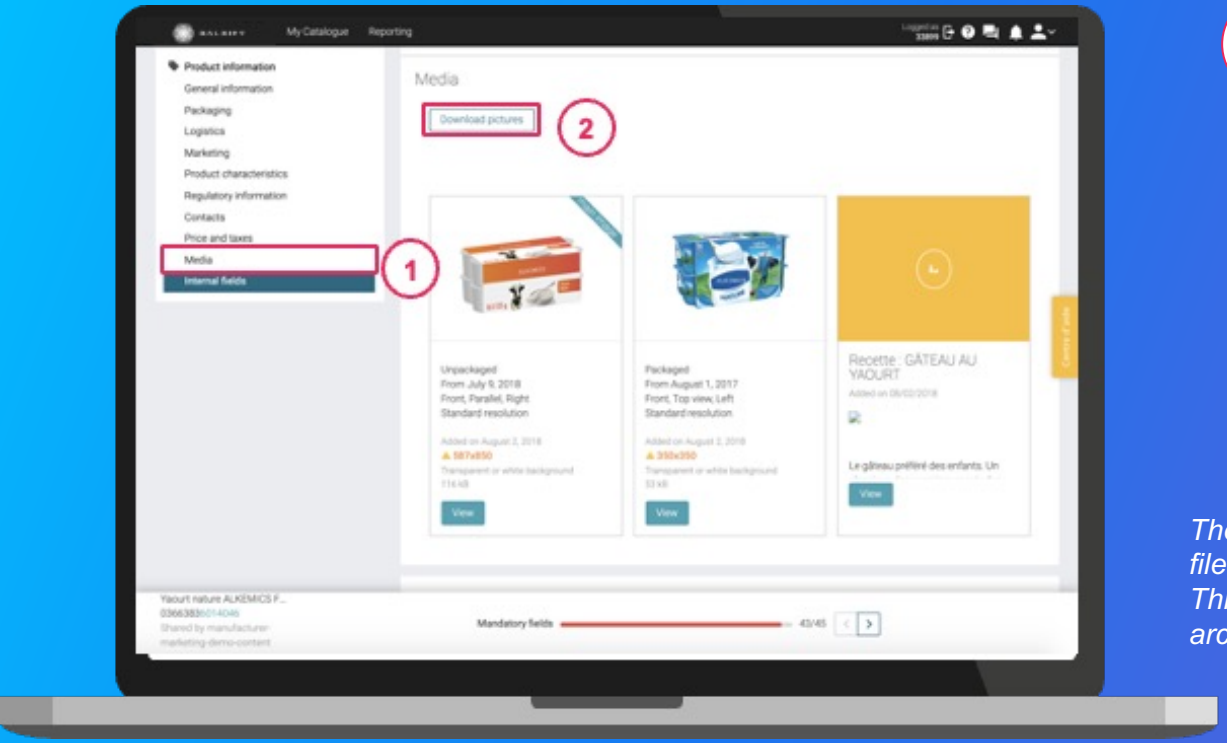
1. **Select** the desired product(s)
2. Click on **“Bulk actions”**
3. Click on **“Download images for XX product(s)”**

Note: this action will download all images, including archived images.

For each image, various exportable sizes are generated. Select the resolution that you need:

1024 x 1024, 512 x 512, 256 x 256, 128 x 128, 64 x 64

Download images from a product page



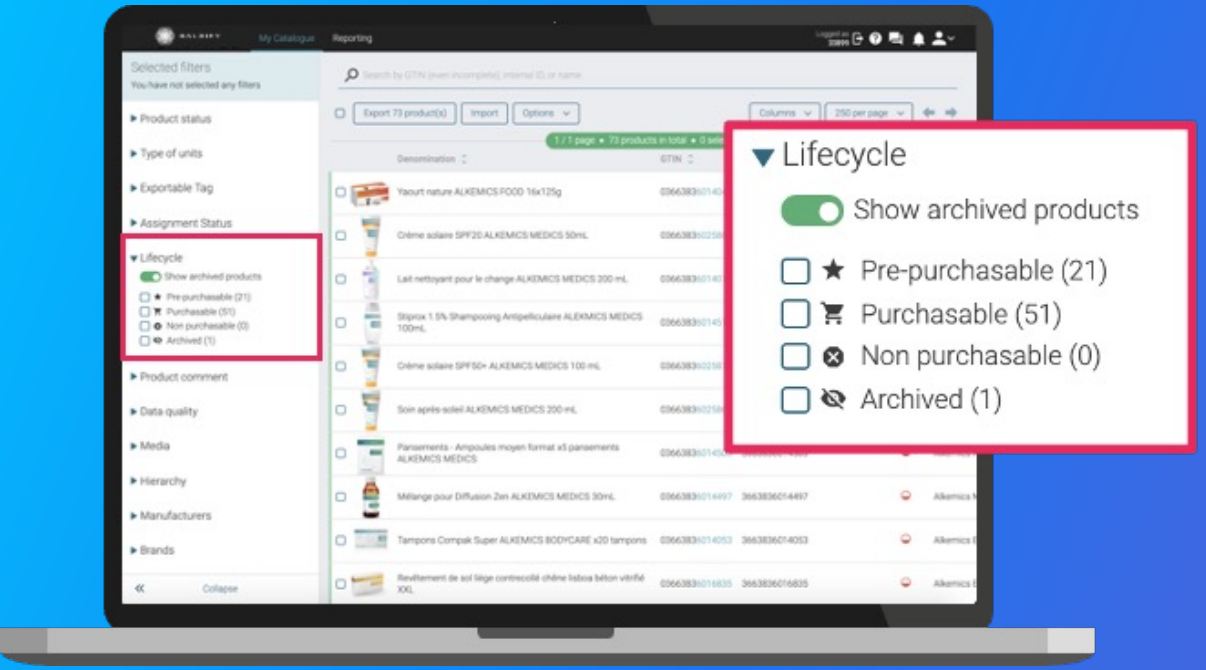
1. At the desired product page, go to **Media**

2. Click **Download pictures**

The images will be downloaded as a compressed file. You will need to open the file to view the images. This action will download all pictures, including archived images.

Understanding Catalog Filters

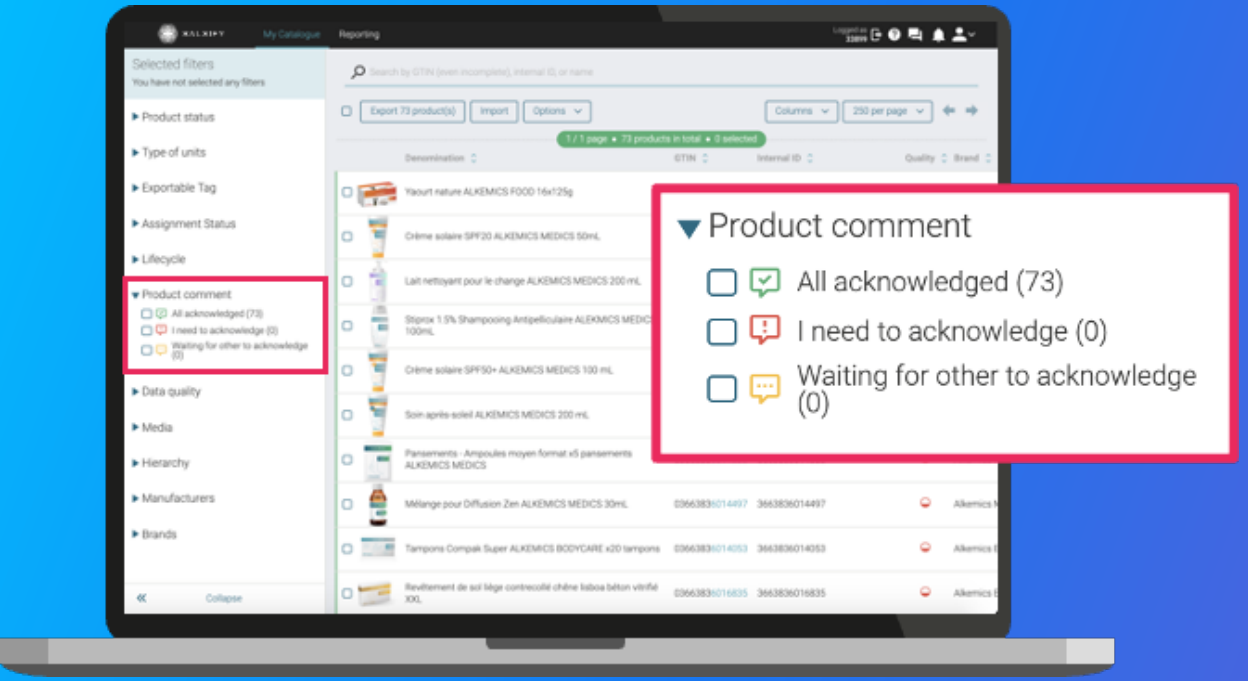
Product Lifecycle



The **Product Lifecycle** Filter:

- **Pre-purchasable:** This product can be ordered, but is not yet available
- **Purchasable:** This product can be ordered
- **Non-purchasable:** This product can no longer be ordered. It is no longer manufactured, but can be sold.
- **Archived:** This product is archived. The product should no longer be sold in any distribution cycle.

Product Comment

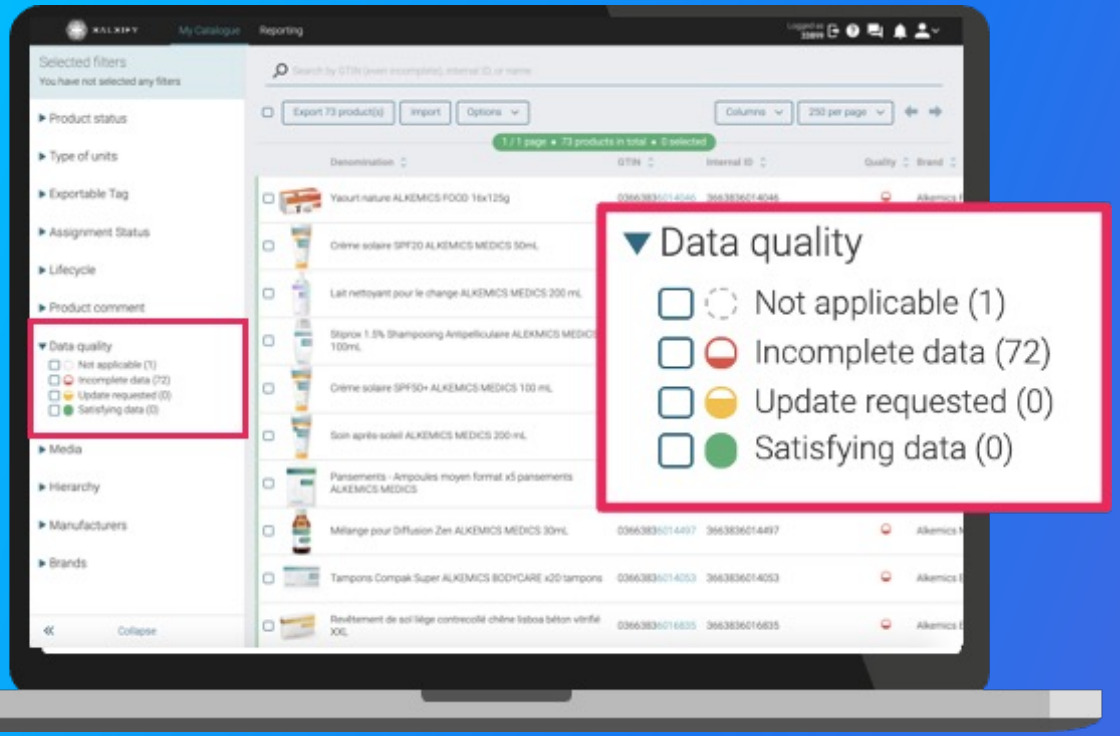


The **Product Comment** Filter:

When comments are made regarding specific fields, they will appear in the **product page comments.**

- **All acknowledged:** Product comment has been marked as acknowledged
- **I need to acknowledge:** Product comment is still pending acknowledgement by the retailer
- **Waiting for other to acknowledge:** Product comment is still pending acknowledgement by the manufacturer

Data Quality

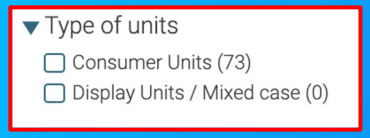


The **Data Quality** Filter:

Data quality is based on the pre-established rules:

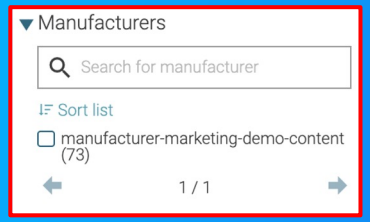
- **Not applicable:**
  - A product that does not have rules for its category
  - A product that has not yet been shared
- **Incomplete data:** A product whose data does not meet the rules that have been set
- **Update requested:** A product for which you have made a correction request for a specific field that has not yet been addressed
- **Satisfying data:** A product whose data meets all required rules

Other catalog filters

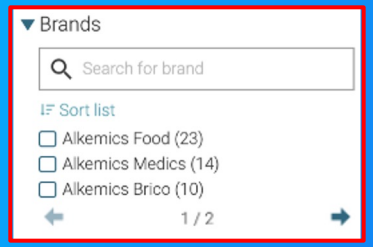


Type of units: Filter your products based on the type of unit (consumer or display unit)

Media: Filter your products based on whether a main image has been set



Manufacturers: Easily see all products that have been shared by a specific supplier

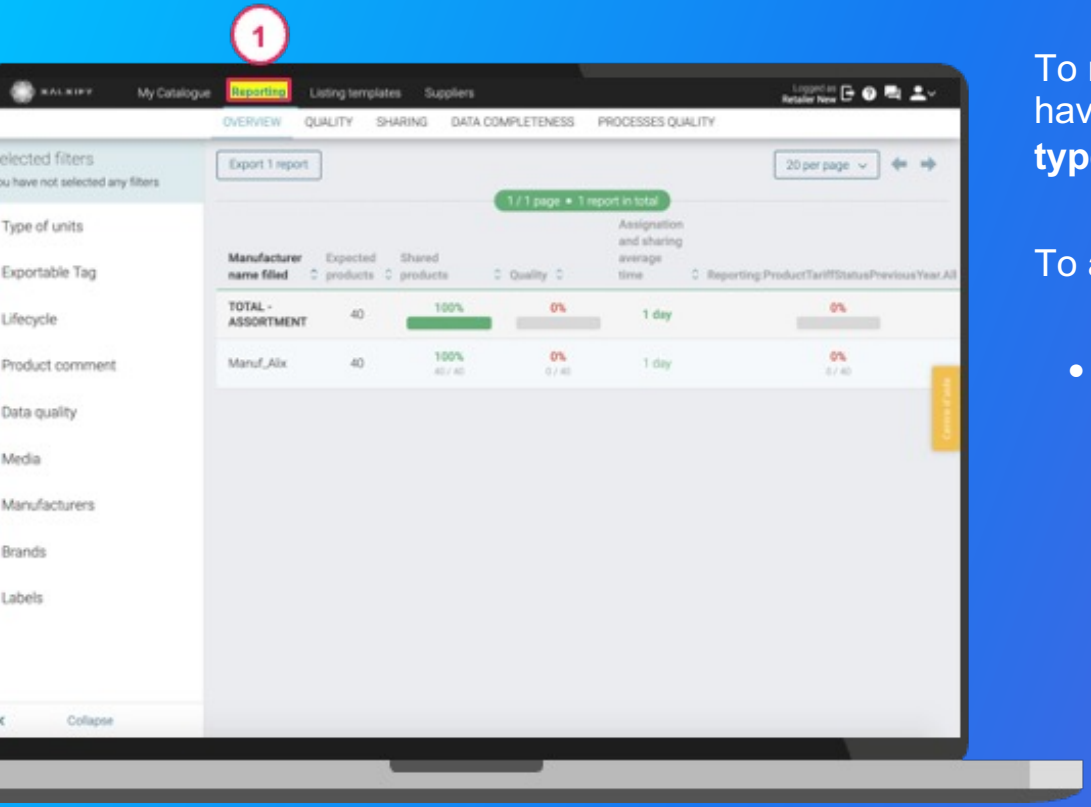


Brands: Easily see all products connected to a specific brand

Reporting and Help Center

View “Overview” report

Manage your suppliers and your collected data



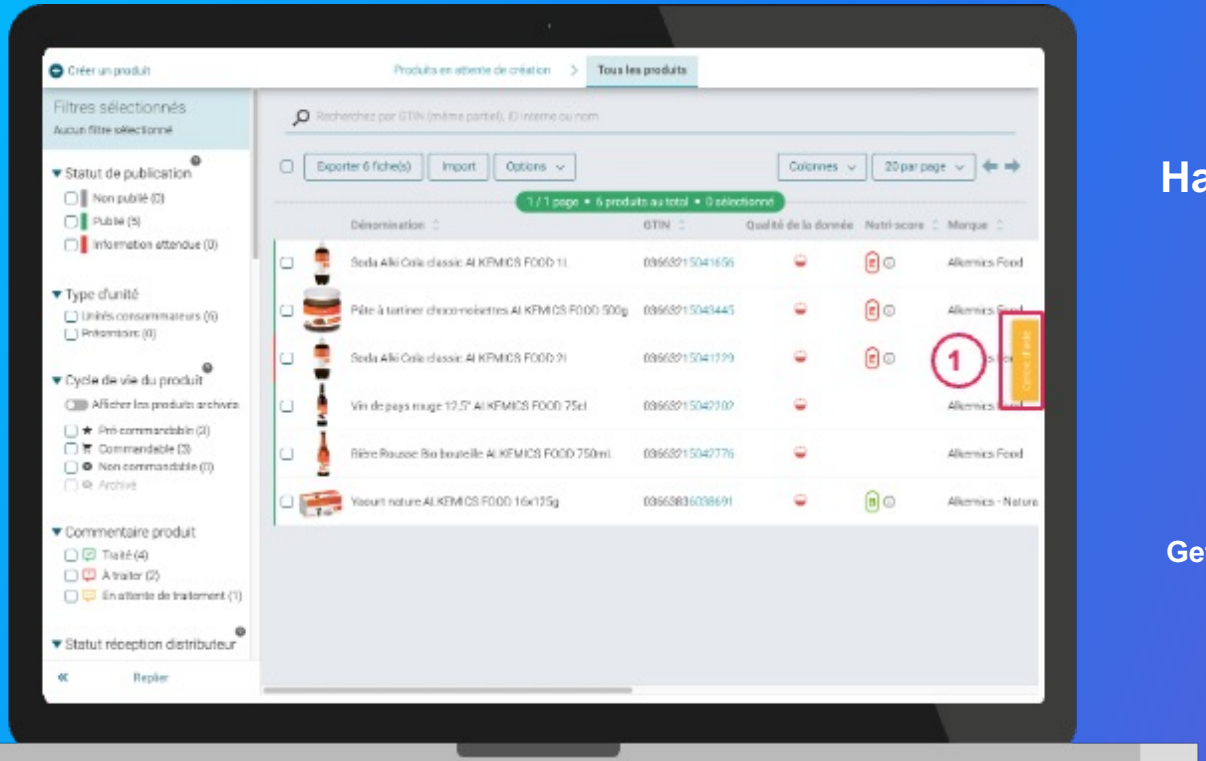
To manage your suppliers and the data that you have collected, you have access to **various types of reporting.**

To access these, click on the “**Reporting” tab.** 1

- **The "Overview" tab:** this reporting gives you a global overview for each of your suppliers:
  - the number of products shared according to the number of products assigned
  - the percentage of data quality

Need help?

Check out our **Help Center** 1 for assistance with common issues



Have additional questions?

Get in touch with our Support team at

help.sxm@salsify.com