

# Retailer Guide to the IndiePet Open Catalog



Powered by



SALSIFY

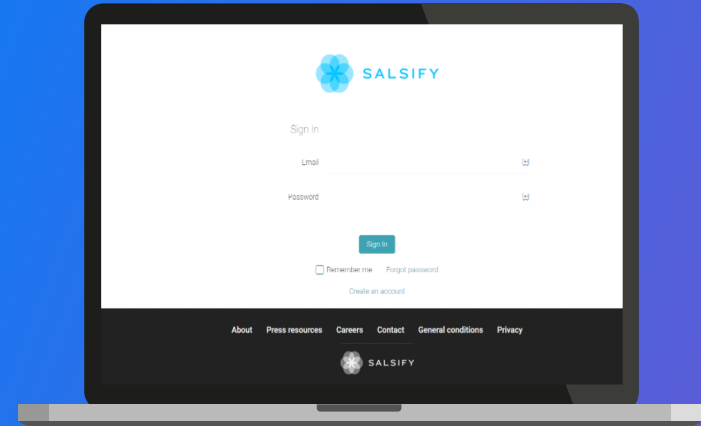
# Table of Contents

- [Logging in to the Platform](#)
- [Configuring Access](#)
- [Downloading Product Data](#)
- [Understanding Catalog Filters](#)
- [Reporting and Help Center](#)

The image features a blue gradient background with a white grid of hexagons. A white rounded rectangle is centered horizontally, containing the text "Logging In" in a bold, blue, sans-serif font.

# Logging In

# Login or Sign up



## You already use Salsify:

- Log in to your account
- Go to [app.supplierxm.salsify.com](https://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](mailto:linda@indiepet.org)
  - Watch for the email to confirm your account

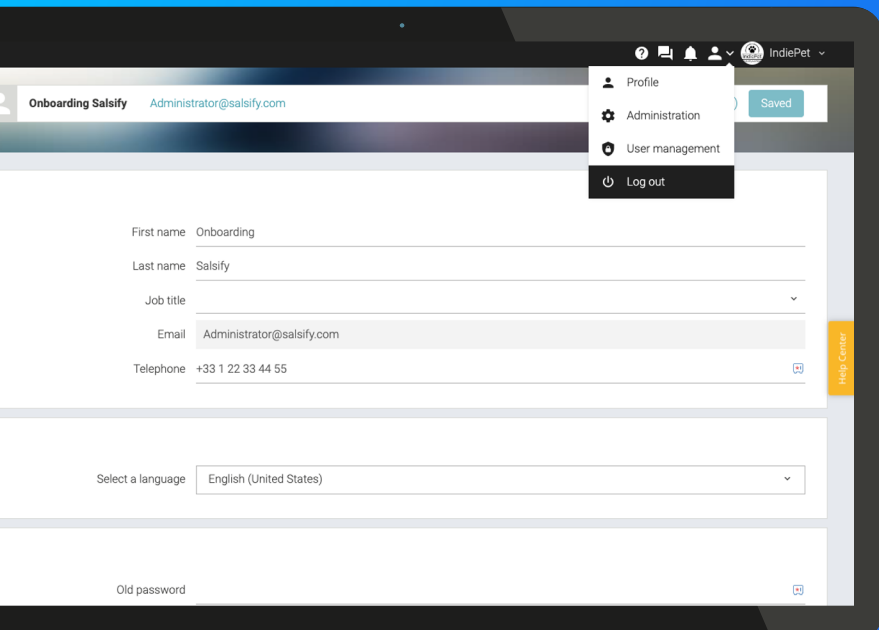


# Configuring Access

# Configure your profile

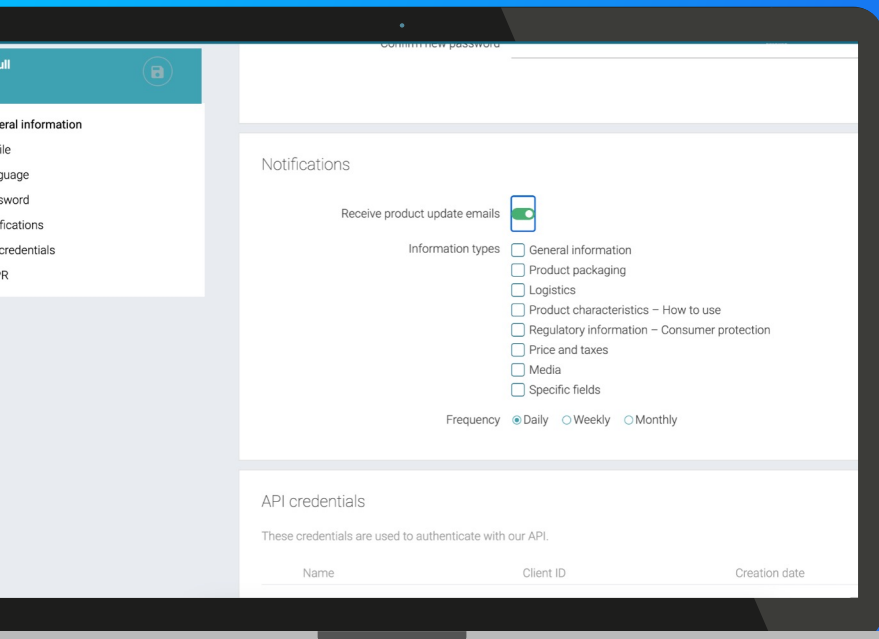
Your profile is where you:

- 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

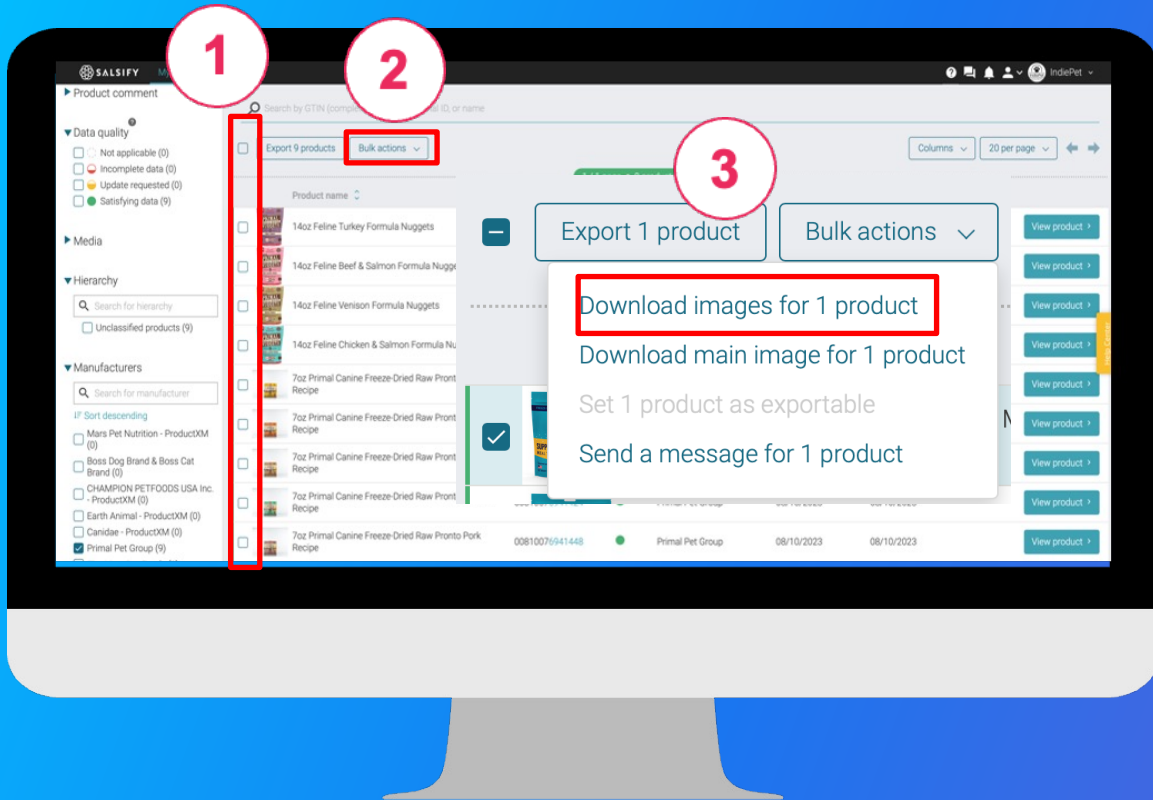
The screenshot shows the Salsify IndiePet catalog interface. On the left, there are navigation panels for 'Data quality', 'Media', 'Hierarchy', and 'Manufacturers'. The main area displays a list of products. A modal window titled 'Export 2 products' is open, showing a 'Select a format:' dropdown menu. The 'SupplierXM XLSX V2' option is selected and highlighted with a red box. The modal also shows a table of product details with columns for 'Product name', 'Creation date', and 'Last product data update'. The 'Export 9 products' button is highlighted with a red box, and the 'Export 2 products' modal is also highlighted with a red box.

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”

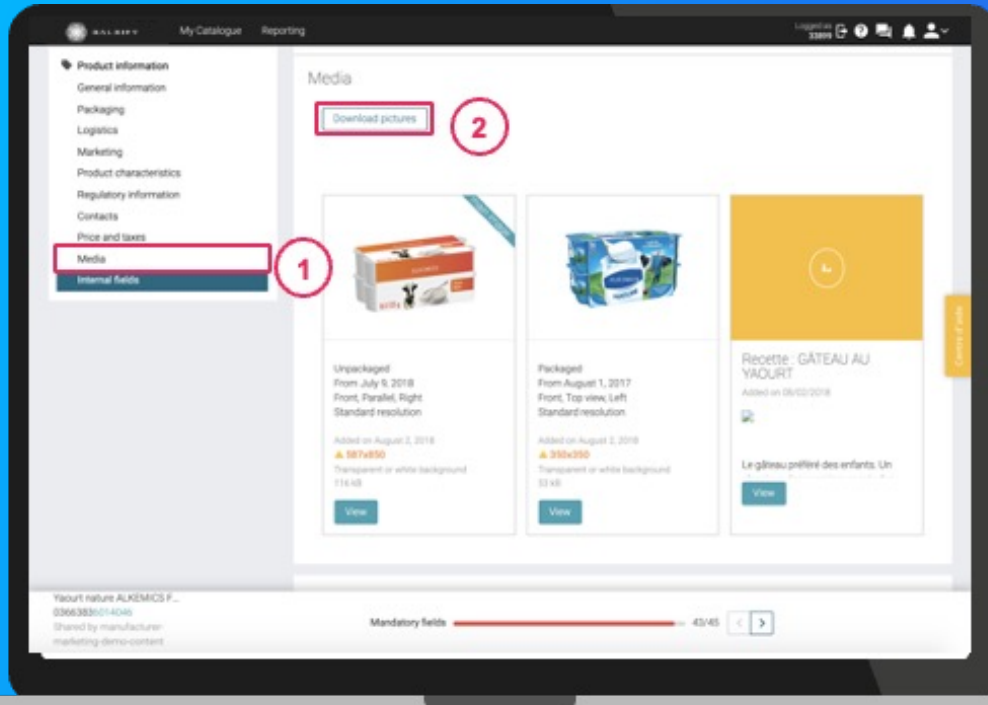
3 Click on “Download images for XX product(s)”

**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**

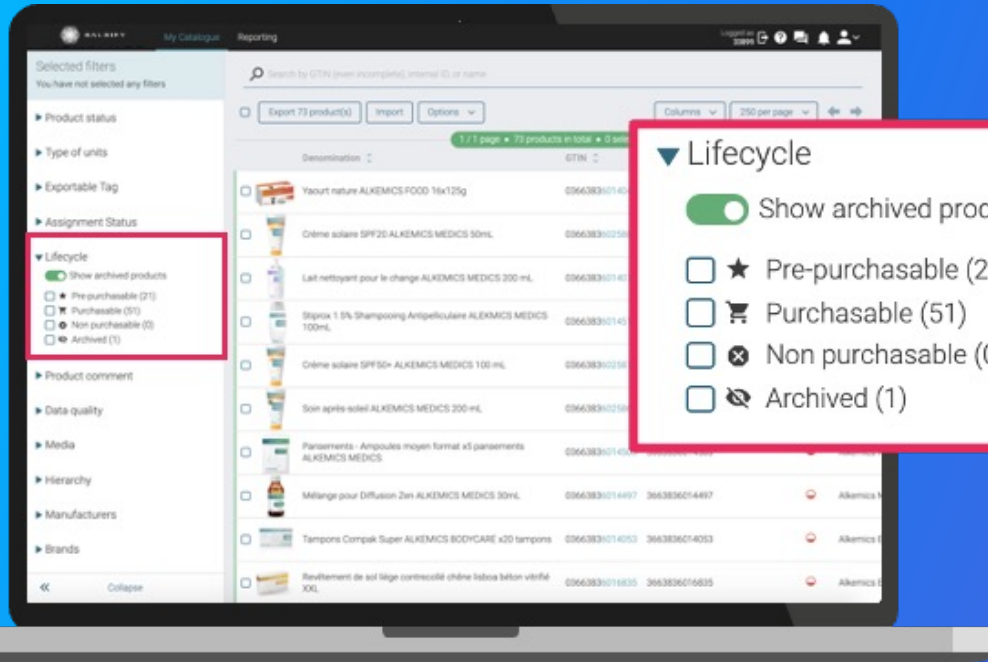
*The images will be downloaded as a compressed file. You will need to open the file to view the images. This action will download all pictures, including archived images.*



# Understanding Catalog Filters

# Product Lifecycle

## The Product Lifecycle Filter:

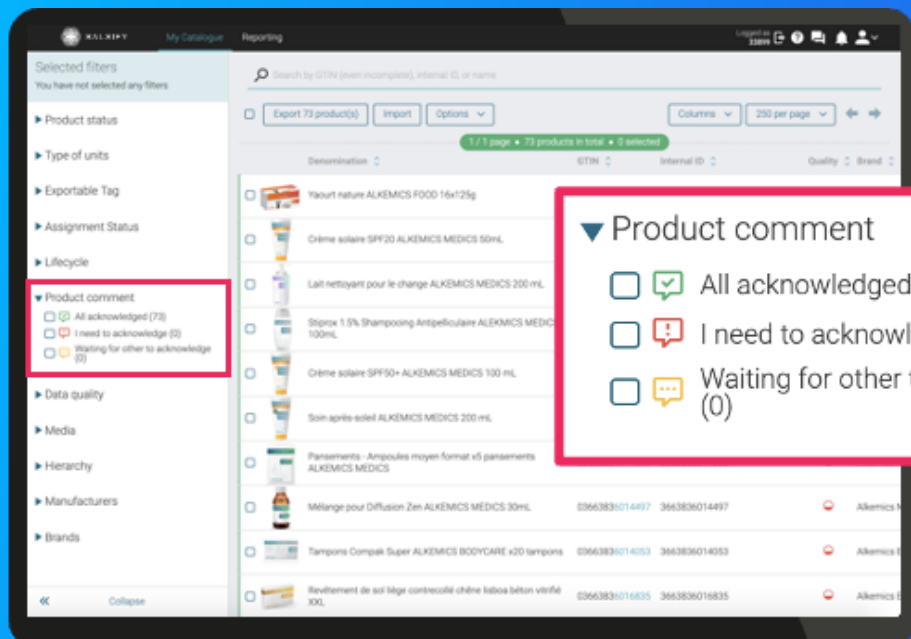


- **Pre-purchasable:** This product can be ordered, but is not yet available
- **Purchasable:** This product can be ordered
- **Non-purchasable:** This product can no longer be ordered. It is no longer manufactured, but can be sold.
- **Archived:** This product is archived. The product should no longer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



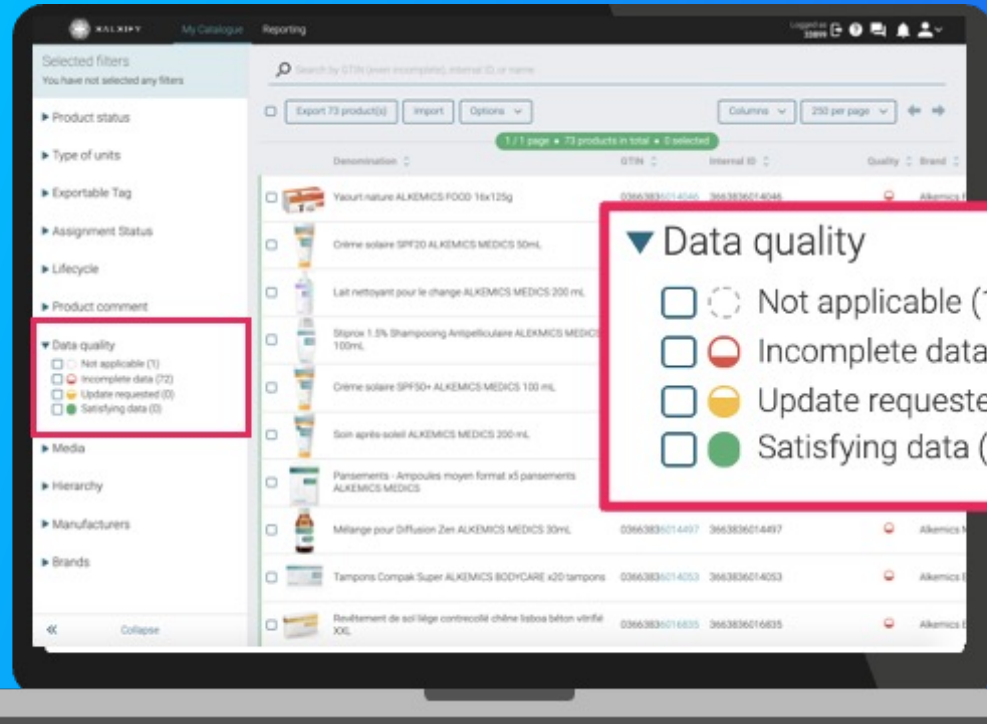
- **All acknowledged:** Product comment has been marked as acknowledged
- **I need to acknowledge:** Product comment is still pending acknowledgement by the retailer
- **Waiting for other to acknowledge:** Product comment is still pending acknowledgement by the manufacturer

# 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

- Consumer Units (73)
- Display Units / Mixed case (0)

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

## ▼ Media

- With main image (72)
- Without main image (1)

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

## ▼ Manufacturers

🔍 Search for manufacturer

≡ Sort list

- manufacturer-marketing-demo-content (73)

← 1 / 1 →

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

## ▼ Brands

🔍 Search for brand

≡ Sort list

- Alkemics Food (23)
- Alkemics Medics (14)
- Alkemics Brico (10)

← 1 / 2 →

**Brands:** Easily see all products connected to a specific brand





# Reporting and Help Center

# View “Overview” report

Manage your suppliers and your collected data

1

The screenshot shows a software interface for reporting. At the top, there are navigation tabs: My Catalogue, Reporting (highlighted with a red box and a circled '1'), Listing templates, and Suppliers. Below the tabs, there are sub-tabs: OVERVIEW, QUALITY, SHARING, DATA COMPLETENESS, and PROCESSES QUALITY. The main content area displays a table with columns: Manufacturer name filed, Expected products, Shared products, Quality, and Assignment and sharing average time. The table has two rows: 'TOTAL-ASSORTMENT' and 'Manuf\_Alix'. The 'TOTAL-ASSORTMENT' row shows 40 expected products, 100% shared products (with a green progress bar), 0% quality, and 1 day assignment time. The 'Manuf\_Alix' row shows 40 expected products, 100% shared products (with a green progress bar), 0% quality, and 1 day assignment time. There is also an 'Export 1 report' button and a '20 per page' dropdown menu.

Manufacturer name filed	Expected products	Shared products	Quality	Assignment and sharing average time
TOTAL-ASSORTMENT	40	100%	0%	1 day
Manuf_Alix	40	100%	0%	1 day

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

