SKU Set-up/ Onboarding Guide

How to set up your SKUs using the SKU Assistant

Let's Go →

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Good news! You've now progressed to the SKU onboarding stage. You're just a few steps away from seeing your products on BestBuy.ca. Please review the steps in this document to ensure the timely production of your SKUs.

Open up the **SKU Assistant Setup sheet** that you received to set up your products. Please download this document, save it to your computer, and proceed with the steps in this guide.

If you need further information on how to set up your SKUs, please contact newskuproduction@bestbuycanada.ca

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Step #1: Provide product images. Images are a key component of product description pages. To ensure timely production of your SKUs, please provide images *at time of SKU setup.*

How to provide **image** files:

Option 1 (preferable): Upload product images to our secure FTP (*https://www.onproof.ca/*).

**Option 2**: Provide a link to your own secure asset site with proper login information
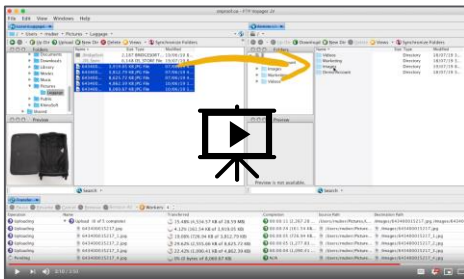
*Click on the icon to watch our **instructional video** on submitting image files successfully*

HELPFUL TIPS

For preventing delays in production of your SKUs due to **image issues**:

- ✓ Download the **"Voyager"** version of the FTP to ensure speedy batch uploads
  - ↪ Always name files by product **UPC**
- ✓ Ensure your images meet the publish resolution standard of **1500x1500** (for web AND flyer)
  - ↪ Product should fill **95%** of image space either vertically or horizontally
- ✓ Provide the FTP *folder location* in the **"Onproof FTP File Location"** field – this means no URLs, unless your images are loaded on an external asset site
- ✓ If assets are missing at time of setup, provide a future date in the "**ETA for Assets**" column
- ✓ **Do not** provide your files on a cloud-based site – our network prohibits access

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Step #2: Fill out the SKU Setup Form. When submitting your products, it's important to fill out the *SKU Assistant* SKU setup form properly to ensure they go through the production process as efficiently as possible.
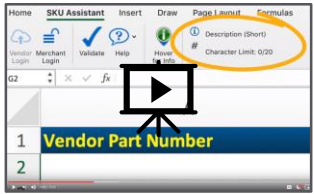
*Click on the icon to watch our **instructional video** on filling out the New SKUs tab successfully*

How to fill out the New SKUs tab:
1. Ensure you have selected *the SKU Assistant* section of the toolbar.
2. Beginning at the leftmost column - **Vendor Part Number** - fill in your product info, moving from left to right.
3. Hover over the fields in the header row to read the **help text**. Follow the help text to ensure you are entering content with the correct formatting and/or units of measure.
4. If you click into a cell and a dropdown arrow appears, **choose a value** from the dropdown list. **Do not** enter free text in these fields. When free text is entered into a dropdown field, a **pop-up error** will appear to alert you that a value should be selected.

HELPFUL TIPS 💡
For preventing delays in production of your SKUs due to **SKU data issues**:

✓ Use **Excel 2010 or later** on a 32- or 64-bit system - *Do not* use OpenOffice
✓ When there are data issues, a message will automatically pop up and show the **reason for the error**
✓ Watch out for the **units of measurement** required in certain fields (*i.e. "cm", "kg"*) by hovering over the column header help text
✓ Fill out the **Product Overview** and **Features & Benefits** fields with detailed product info – this is what our writers look at to build unique copy
✓ Once all complete, run the "**Validate**" button to show any missing fields and fill them out directly in the pop-up box

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Before you proceed… Do your SKUs require the *transportation of dangerous goods*?*

YES: Go to **Step #3** and follow all steps carefully.

NO: Go to Step #3, but please note you are only required to fill out the *"Packaging"* section in the Product Compliance tab.
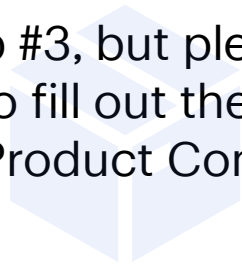
*WHAT ARE DANGEROUS GOODS? 💡

Any products that contain:
· Lithium Batteries
· Mercury
· Explosives
· Gases: compressed, deeply refrigerated, liquefied or dissolved under pressure
· Flammable and combustible liquids
· Flammable solids; substances liable to spontaneous combustion; substances that on contact with water emit flammable gases
· Oxidizing substances; organic peroxides
· Poisonous (toxic) and infectious substances
· Nuclear substances that are radioactive
· Corrosives
· Miscellaneous products (including substances such as asbestos; lithium batteries)

Examples of dangerous goods: laptops, cellphones, hoverboards, baby monitors, etc.

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Step #3: Fill out Product Compliance. If you are setting up dangerous goods, you must fill out the *Product Compliance* tab on SKU Assistant.
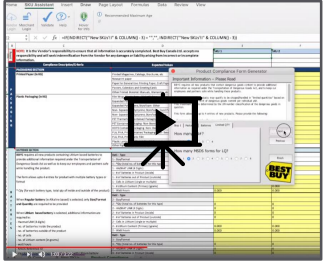
*Click on the icon to watch our **instructional video** on filling out the Product Compliance tab successfully*

How to fill out the Product Compliance tab:
· Use our **Form Generator Tool** to generate a custom compliance sheet for your products.
· **Packaging** – it is <u>mandatory</u> to have correct values filled out in the applicable columns in the *Packaging Section*
· If your product contains batteries, review the *Battery Section* in the Product Compliance tab, and also provide a **SDS and TS** form to your merchant if applicable.

HELPFUL TIPS 💡

✓ Once you have completed the *Product Compliance* tab, ensure you have also completed the *New SKUs* tab before sending the sheet back to your merchant

✓ Ensure all SKUs are entered in the **same order** on the Product Compliance tab as on the New SKUs tab

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# **Congratulations!** You have completed your SKU set-up.

To summarize, before returning the file to your merchant, make sure these steps are covered:

- ✓ Upload images **at time of** submitting this setup – **note the location** in the *New SKUs* tab
- ✓ Once the *New SKUs* tab is filled out, use the "**Validate**" button tool to ensure you have REALLY filled everything out
- ✓ Complete the *Product Compliance* tab, providing **packaging** (mandatory) and **battery** info (if applicable), as well as an **SDS and TS** form (if applicable)
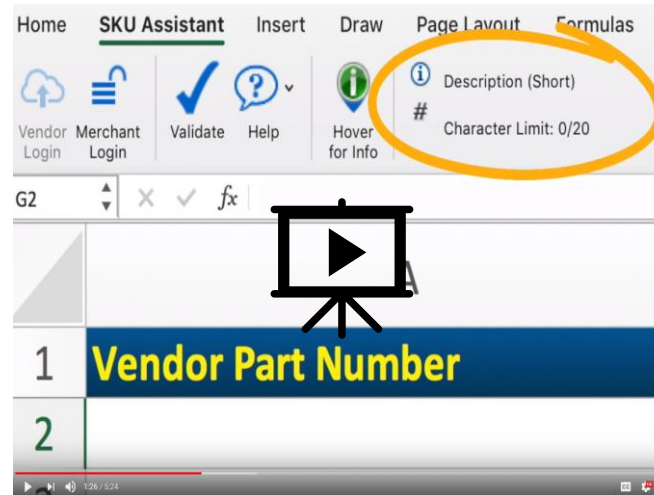
Incomplete forms **will be returned** for further review, and may result in a delay producing your SKUs.
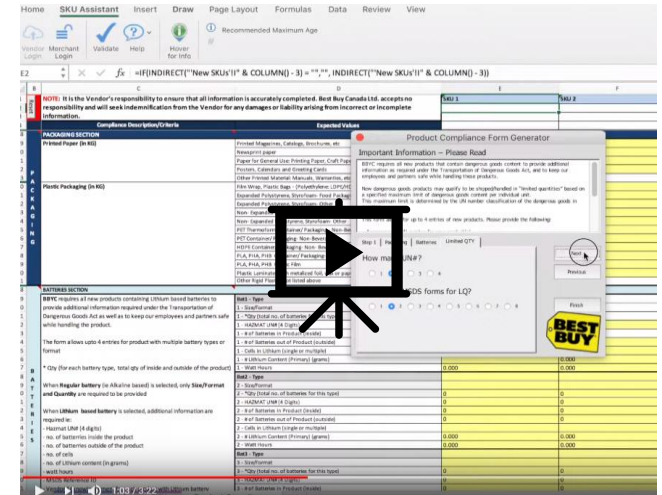
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And in case you want to watch the videos again…

Images/FTP
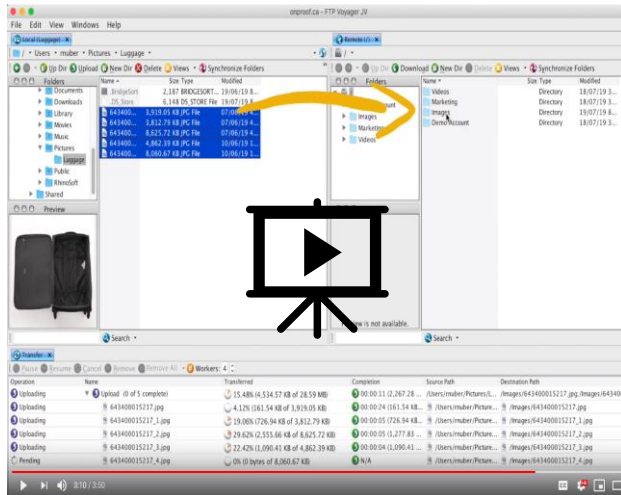
SKU Setup Sheet

Product Compliance

Thank you.

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