

Catalog Image Uploads Quick Start Guide

by

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Revision History

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1. Introduction

1.1 Purpose

The purpose of this document is to inform suppliers about the updated approach for uploading catalog images in FedMall. This document will assist suppliers in adding, removing, and deleting images as well as generating valid registry files.

1.2 Audience

The intended audience of this planning document is:

- FedMall Suppliers
- FedMall Program Managers
- Communication Leads
- Business Analysts

1.3 Document References

This document is based on the following document:

- FedMall Supplier Image Upload V1.1

2. Instructions

2.1 Summary of Procedure

- Gather the images to be uploaded into a single location (folder) and create alongside those images an image registry file (.csv) that details the images and the contract(s) and part(s) associated to the images.
- Create an archive (.zip) file containing the images and image registry file (without any subfolders inside the .zip archive file).
- When complete, upload the file to FedMall via the Supplier Portal.

Note: Prior to beginning the image archive upload process, you should ensure that the item that the image will be associated with has been previously loaded and is available in the Supplier Portal. Images cannot be successfully uploaded until after their associated catalog items have been loaded first. See the Catalog Upload Quick Start Guide for more information.

2.2 Highlights and Key Capabilities

In order to maximize the ease of image uploads, please note the following:




























- All images that you upload are available to be used for any part across any of your contracts/catalogs. Thus, you can use the same image file multiple times. For example, you could upload a 600x600 image file one time, and then assign it to be the thumbnail for Part1, the first image for Part1, the thumbnail for Part2, and the first image for Part2, even if Part1 and Part2 are on different contracts that you manage.
- If you want to use the same image file for multiple parts, you have two options.
 - When you upload an image, include an Images.csv registry file that has lines for each part that you want to use that image, and use the same image file name in the rightmost column for each of them.
 - If you have previously uploaded an image and you want to use it again later, you don't need to upload the same image again. Instead, upload an Images.csv registry file that specifies which additional parts you want to now reference that (existing) image file name. (Don't forget to .zip up the Images.csv registry file just like you ordinarily would.)
- The placeholders in the Commerce shopping experience for images are squares, and the size of those placeholders is 160x160 (for thumbnails) and 600x600 (for full sized images). Thus, you can minimize the size of the data you are uploading by using images that are already close to these dimensions.

2.3 Archive File Details

The following details pertain to the .zip file that will contain the image files (and image registry file) and that will be uploaded to FedMall.

File Type	Archive file with a .zip extension.
File Size	The size of the file will vary with the number and size of images. The file, once compressed, should not exceed a maximum size of 100 Megabytes to support effective performance. This limitation is subject to change following system performance testing.
File Naming Convention	The naming convention follows standard operating system guidelines. No special characters should be used in the file name.
File Name Length	The length of the uploaded archive file name cannot exceed 64 characters, including the file extension (.zip).

Archive File Details

File Content	<p>Within the archive (.zip) file should be (1) the Image Registry file, and (2) the image files to be uploaded. There should be no subfolders within this image archive file.</p> <p>Example:</p> <div data-bbox="485 919 1360 1291" style="border: 1px solid black; padding: 5px;"> <table> <tr> <td> Electric Image 1.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Electric Image 2.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Electric Image 3.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Electric Image Thumbnail.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Images.csv</td> <td>Microsoft Excel Comma Separated Values File</td> </tr> <tr> <td> Part 1 Mechanical Image 2.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Part 1 Mechanical.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Part 2 mechanical.jpg</td> <td>JPEG image</td> </tr> <tr> <td> Thumbnail (mechanical) for Part 3.jpg</td> <td>JPEG image</td> </tr> </table> </div>	 Electric Image 1.jpg	JPEG image	 Electric Image 2.jpg	JPEG image	 Electric Image 3.jpg	JPEG image	 Electric Image Thumbnail.jpg	JPEG image	 Images.csv	Microsoft Excel Comma Separated Values File	 Part 1 Mechanical Image 2.jpg	JPEG image	 Part 1 Mechanical.jpg	JPEG image	 Part 2 mechanical.jpg	JPEG image	 Thumbnail (mechanical) for Part 3.jpg	JPEG image
 Electric Image 1.jpg	JPEG image																		
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 Part 1 Mechanical.jpg	JPEG image																		
 Part 2 mechanical.jpg	JPEG image																		
 Thumbnail (mechanical) for Part 3.jpg	JPEG image																		

Archive File Details (cont'd)

2.4 Image File Details

The following details pertain to the images that are included within the archive file.

Number of images per catalog item	Maximum of four (4) per catalog item; this includes one thumbnail (to appear in search results) and up to three full-sized images for display in the product detail page. See details, below.
Valid Image File Formats	.jpg .png .gif
Image File Name Length	The length of the file name (not including the path) cannot exceed 64 characters, including the file extension.

Image File Details

NOTE: The inclusion of images in your catalog is strongly encouraged, as it will dramatically improve the quality of your sales catalog. However, your catalog item will still appear in FedMall whether you have some, all, or no images uploaded. FedMall recommends, at a minimum, including the thumbnail image (for display in search results) and the first full image (i.e., images "T" and "1").

2.4.1 Image File Dimensions

Each of the four images per catalog item should conform to the following dimensions for optimal viewing.

Image Type	Abbreviation (To specify in image registry)	Recommended Image Dimensions	Maximum Image Dimensions
Thumbnail	T	160 x 160 pixels	2000 x 2000 pixels
Full Image	1	600 x 600 pixels	2000 x 2000 pixels
First Alternate Image	2	600 x 600 pixels	2000 x 2000 pixels
Second Alternate Image	3	600 x 600 pixels	2000 x 2000 pixels

Image File Dimensions

Notes:

- The maximum dimensions listed here are upper bounds; smaller sizes and different proportions are acceptable. Thus, a full image might be 300x300 pixels and a thumbnail might be 100x100 pixels.
- The customer shopping experience is designed with square images in mind; while you may upload rectangular images, square images will best fill the available space in search results and on the product detail page.
- The recommended sizes are based on the size of the on-screen area for displaying images to the customer. Other sizes are acceptable; FedMall will scale those images up or down as

needed to make them fit in the available space.

2.5 Image Registry File

The image registry file is used to tell FedMall which images you want to pair with which catalog items.

File Type	The image registry file is a comma-separated values (.csv) text file. You can open it in a text editor (such as Notepad) and edit the data directly, or you can use a spreadsheet (such as Microsoft Excel) to enter the data.
File Size	The maximum size for the image registry file is set to 100MB. The image registry file, plus the images you want to upload, when zipped together into the archive (.zip) file, must fit within the maximum file size specified above.
File Name	The image registry file must be named: Images.csv
File Content Format	<p>The registry file should contain 6 columns of data. Each column is separated from the next column by the delimiter, which is a caret (^). The data columns are:</p> <ul style="list-style-type: none"> • Command, CAGE, Contract, Part Number, Image Type, Image Name <p>The first line in the registry file is a header row. FedMall will begin reviewing data on line 2 of the file. Note: The column headers in line 1 are ignored by the system. If you rename the column headers, FedMall will still process the file as it otherwise would if the headers matched the examples listed in this document.</p> <p>Beginning with the second line, each line should contain information about a single part and image. Each of the first five fields is required. The sixth field (Image Name) is only used for the ADD command (see below).</p> <p>The following provides additional details about what to place in each column of data:</p> <p>Command: Two actions can be performed: ADD or REM</p> <ul style="list-style-type: none"> • “ADD” allows suppliers to either add an image to an item or update the image of an item. • “REM” allows suppliers to remove the image associated with an item. <p>Note: This command does not delete the image from the file-store. The Supplier Portal will delete the image from the file-store if it remains inactive for at least 3 months. Therefore, suppliers will be able to reuse a removed image within 3 months of its removal.</p> <p>CAGE: Supplier’s CAGE code (five alphanumeric characters, e.g., 1A2B3)</p> <p>Contract: Supplier’s Contract Number (alphanumeric characters and _). Note: The contract number must match the contract number that has been entered into EDA and in the Supplier Portal. Contract numbers should be entered without punctuation; the lone exception is Marketplace catalogs, which should be formatted as “MARKETPLACE”, and underscore, and the CAGE code. Thus, valid contract numbers will be in a form such as “SPMLW112D9999” or “MARKETPLACE_1A2B3”.</p>

Image Registry File

Note: You may include lines for different contract numbers within the same image registry file, provided that each contract is associated to your CAGE code and that the contracts already exist in your profile.

Part Number: Supplier's Part Number (alphanumeric characters and -) as entered when the part was first created, either directly in Supplier Portal or via .csv catalog upload.

Image Type: For the specified part, which location to store the image in; choose one of four available options: T, 1, 2, 3

- T – Thumbnail Image (displayed to customers on search results page)
- 1 – Full Image (1) (displayed to customers on product detail page)
- 2 – Full Image (2) (if provided, also displayed on product detail page)
- 3 – Full Image (3) (if provided, also displayed on product detail page)

Image Name: File name of the image (including extension) is required when adding images but is not required when removing images (as shown in example below).

Example (when viewed in Microsoft Excel):

	A	B	C	D	E	F
1	Command	CAGE	Contract	Part Number	Image Type	Image Name
2	ADD	A1B2C	MARKETPLACE_A1B2C	KTIMGTDEV10031	1	general_full_image.jpg
3	ADD	A1B2C	MARKETPLACE_A1B2C	KTIMGTDEV10031	T	Small-example.jpg
4	ADD	A1B2C	SPMLW112D9999	KTIMGTDEV10031	T	Small-example.jpg
5	ADD	A1B2C	SPMLW112D9999	KTIMGTDEV10031	3	
6	REM	A1B2C	SPMLW112D9999	KTIMGTDEV10031	2	specificGear.jpg
7	ADD	A1B2C	SPMLW112D9999	KTIMGTDEV10032	1	general_full_image.jpg
8	REM	A1B2C	SPMLW112D9999	KTIMGTDEV10032	2	

Here is the same example file when viewed in a text editor such as Notepad:

```
File Edit Format View Help
Command^CAGE^Contract^Part Number^Image Type^Image Name
ADD^A1B2C^MARKETPLACE_A1B2C^KTIMGTDEV10031^1^general_full_image.jpg
ADD^A1B2C^MARKETPLACE_A1B2C^KTIMGTDEV10031^T^Small-example.jpg
ADD^A1B2C^SPMLW112D9999^KTIMGTDEV10031^T^Small-example.jpg
ADD^A1B2C^SPMLW112D9999^KTIMGTDEV10031^3^
REM^A1B2C^SPMLW112D9999^KTIMGTDEV10031^2^specificgear.jpg
ADD^A1B2C^SPMLW112D9999^KTIMGTDEV10032^1^general_full_image.jpg
REM^A1B2C^SPMLW112D9999^KTIMGTDEV10032^2^
```

Image Registry File (cont'd)

2.6 Upload Status

Following the upload of the archive (.zip) file, the Supplier Portal will display a status in the Activity Status pane, as shown in the screenshot below:

Image Name	Status: Click links below for details	Latest Update
File Image Name	Processing; click here for details	01 - 01 - 2022 15:35 MST
File Image Name	Rejected; click here for details	01 - 01 - 2022 15:35 MST
File Image Name	Complete; click here for details	01 - 01 - 2022 15:35 MST
File Image Name	Complete; click here for details	01 - 01 - 2022 15:35 MST

Upload Status

The Status column will display one of the following values:

- Processing:** The file has been successfully uploaded to the server and is awaiting processing. No further action is required from you at this time. All files that have been successfully uploaded start out in the *Processing* state and will stay there until processing (whether successful or unsuccessful) has been accomplished.
- Rejected:** The uploaded file could not be processed because the file is invalid. Suppliers should click the Report link, in the Status Report pane, for error details.
- Completed:** The uploaded file was processed, and the images have been associated to the items. Suppliers should click the Report link, in the Status Report pane, for details of valid entries and errors.

2.6.1 Status Report

Status Report Format
<p>Format:</p> <pre> -----Image Archive Processing Information----- Summary: Number of Valid Entries in registry file: xx Number of Errors/Warnings in registry file: xx ----- Error: Line nn: Error Message </pre>
<p>Example:</p>

Status Report

<pre> -----Image Archive Processing Information----- Summary: Number of Valid Entries in registry file: 9 Number of Errors/Warnings in registry file: 41 ----- Error: Line 2: Image Command () is invalid. Error: Line 3: Image Command (AD) is invalid. Error: Line 4: Image Command (ADDDDD) is invalid. Error: Line 5: CAGE Code (0) does not match your selected CAGE Code. Error: Line 5: Image (KTIMGDEV10031_1.jpg) doesn't have supported dimensions for Image type (1). Error: Line 6: CAGE Code (0Z18) does not match your selected CAGE Code. Error: Line 6: Image (KTIMGDEV10031_2.jpg) doesn't have supported dimensions for Image type (2). Error: Line 7: CAGE Code (0Z18899) does not match your selected CAGE Code. </pre>
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Status Report (cont'd)

2.6.2 Validation Errors and Corrections

The following corrections would resolve the errors shown above in the example Status Report:

- In Line 2, the error suggests the Image Command is invalid. The supplier has excluded a command. Therefore, the supplier would need to type "ADD" or "REM" in the Image Command section, depending on their desired functionality, to avoid this error.
- In Lines 3 and 4, the common error suggests the Image Command is invalid due to misspelling by the supplier. In this case, the supplier would have to correct the typing mistake and reupload the Image Registry File.
- In Lines 5, 6, and 7, the common error suggests an incorrect CAGE code has been included in the Image Registry File. In this case, the supplier should double check that they have entered the correct CAGE.
- In Lines 5 and 6, the second errors suggest that the image file uploaded by the supplier does not meet the dimensions criteria. Suppliers must ensure that images don't exceed the maximum image dimensions. Please see Section 2.3.1 for further details on Image Dimension criteria.

2.7 Post Upload Information

Once the Archive File has been uploaded via the Supplier Portal, the images for T and 1 will display immediately. For images 2 and 3, supplier will see the additions immediately and shoppers will see the changes within 24 hours. Similarly, all removals will be visible within 24 hours.