

Image Maintenance Job Guide

Intended Audience: Vendor Community

Purpose: The process for uploading images to be used on Meijer.com

Prerequisites: Product Entry Form (PEF)

Application Link: <https://vendornet.meijer.com/Product/Section/ProductEntryForm-229>

Available under: [Applications>Product Entry Form](#)

Steps:

IMPORTANT

Please refer to the **Digital Content Standards guide** located on the VendorNet under [Applications>Product Entry Form>Product Entry Form Help Documents](#) for Image Requirements/Content before you begin.

- Go to [Applications > Product Entry Form](#)

Click **Image Maintenance**

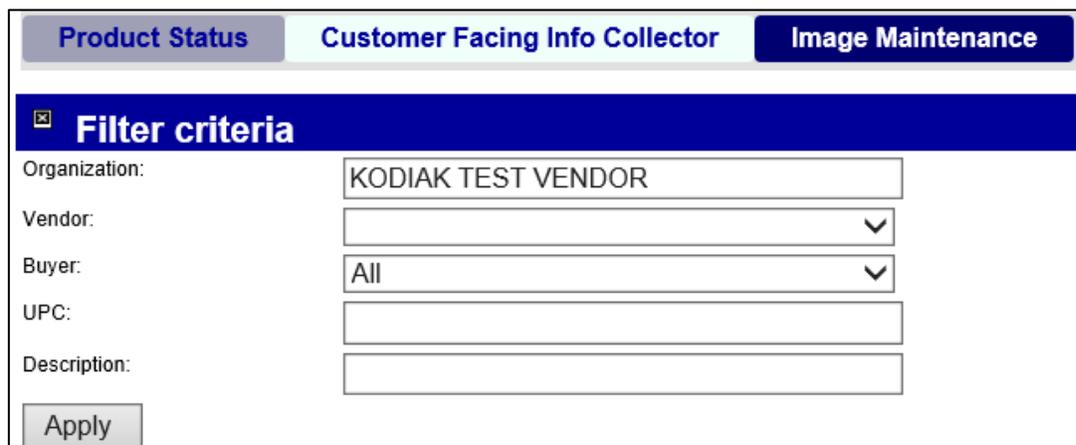
Note: Always refer to the Digital Product Standards when uploading images to confirm your images meet the standards.



- In the Filter criteria area, the **Organization** drop down will default your VendorNet account name.

Select your **Vendor#** from the Vendor drop down list.

Click **Apply** to see all UPCs for the vendor# selected.



Note: Your product doesn't have to be approved in order to setup images. Please make sure you are using **IE** as the browser.

Note: To limit the Number of UPCs, use additional filters:

- **Choose a Buyer Number**
- Click **Apply** to see all UPCs for the Buyer selected or leave Buyer set on **ALL**.

Product Status
Customer Facing Info Collector
Image Maintenance

Filter criteria

Organization:

Vendor:

Buyer:

UPC:

Description:

3. Enter a UPC, UPCA or EAN and do the following:

- Vendor must be selected to search products

Product Status
Customer Facing Info Collector
Image Maintenance

Filter criteria

Organization:

Vendor:

Buyer:

UPC:

Description:

4. Search by **UPC**. Buyer or Description is optional

Note:

- Don't enter leading zero(s).
- Don't enter the check digit.
- Using both Buyer & UPC filters is not recommended
- Leave the Description filter blank.

Click **Apply** to search the UPCs.

Product Status
Customer Facing Info Collector
Image Maintenance

Filter criteria

Organization:

Vendor:

Buyer:

UPC:

Description:

5. The search results window will display. Click the **Image Maintenance** tab.



In Process tab: This is where you will view and edit image sets prior to submission. You may find both existing items with images, AND new items with no image yet submitted, under this tab. If you don't find a UPC under this tab, look under the **Completed** tab.

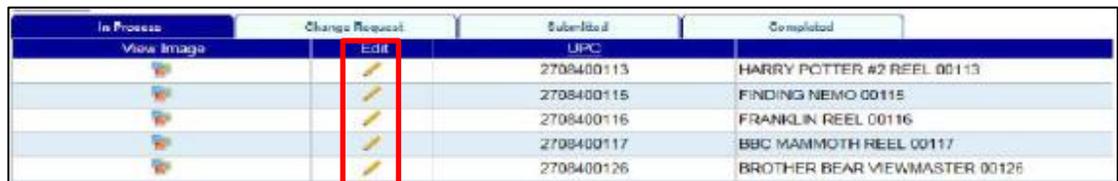
Change Request tab: If Meijer has requested a change to an image set you have already submitted, the requested change will appear in this tab.

Submitted tab: This tab is where you can view image sets you have submitted, that are still awaiting approval by Meijer.

Completed tab: This is where you can view image sets that have been submitted by you and approved by Meijer.

Note: Click the icon under "View Image" to see the current image set assigned to a UPC.

6. To submit a new or replacement Image Set, navigate to the correct UPC under the appropriate tab.



Note: Turn off pop-up blockers to access the image upload tool.

Click **Edit** (the pencil icon).

7. The Meijer Product Image Upload screen will appear.

Click on **Create Image Set**.



On the **Create Image Set** do the following:

- The dates will default to an effective date of present day with the Meijer infinity date as the expiration.
- A front image is **required**. To upload an image, select Browse and navigate to the correct **.jpg or .png** image.
- Click **Upload**

Follow these steps for each image you want to add to the set.

Effective Date: 7/7/2015

Expiration Date: 12/31/2099

*Front: [Browse...], [Upload]

Back: [Browse...], [Upload]

Left: [Browse...], [Upload]

Right: [Browse...], [Upload]

Top: [Browse...], [Upload]

Bottom: [Browse...], [Upload]

Note: The "Maximum" image size and "Minimum" image size.

*Front: [Browse...]

Selected image resolution is not supported.
Maximum Supported Image resolution: Width = 9000 pixels; Height = 7000 pixels.

[Upload]

*Images may be named in any convention. The software will convert the name when you upload.

*If you only have 1 image view of your product, it must be loaded into the required "front" image slot even if it is technically (for example) a "front-left" view.

*Lifestyle images are also acceptable as an alternate view.



Note: Always refer to the Digital Product Standards when uploading images to confirm your images meet the standards.

Note: If you are submitting the entire image set by uploading the Front Image, Back Image and Mobile image the same images within the VendorNet are the images that are used for the mobile view. There is no specific field for mobile. Meijer uses the front, back, left, right, etc for the mobile view.

8. Once you verify that your images are uploaded, click **X** in the upper right-hand side of the screen to exit out of the Create Image Set screen.



9. You can view your uploaded images at the bottom of the Meijer Product Image Upload page.

Click **Upload** to add images.

To view images, turn off your Pop-Up Blockers.

Note: If you uploaded an incorrect main image, but didn't submit, click **Upload** again and choose the correct image.

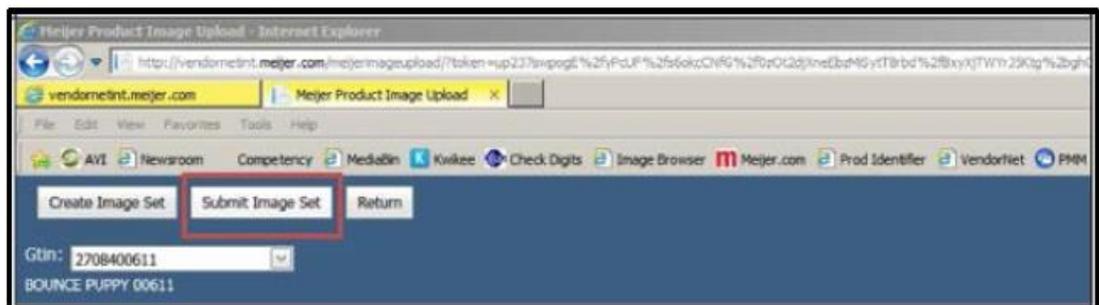


10. Click **Save Changes** to save updates.



11. Click **Submit Image Set** near the top of the Meijer Product Image Upload page.

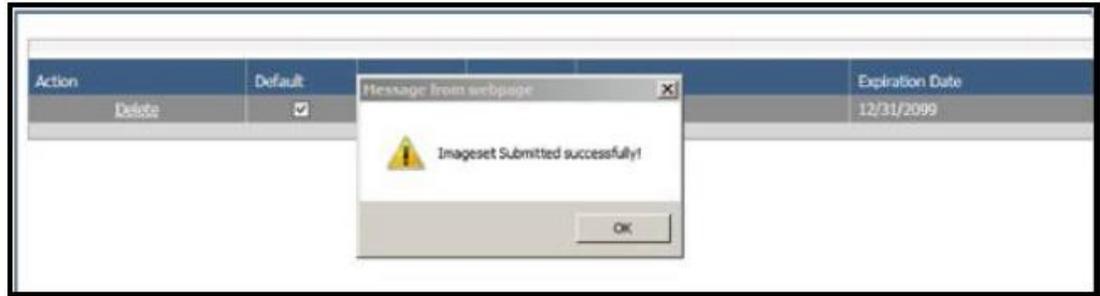
You will see a confirmation box that your image set was submitted successfully.



12. Click **OK**

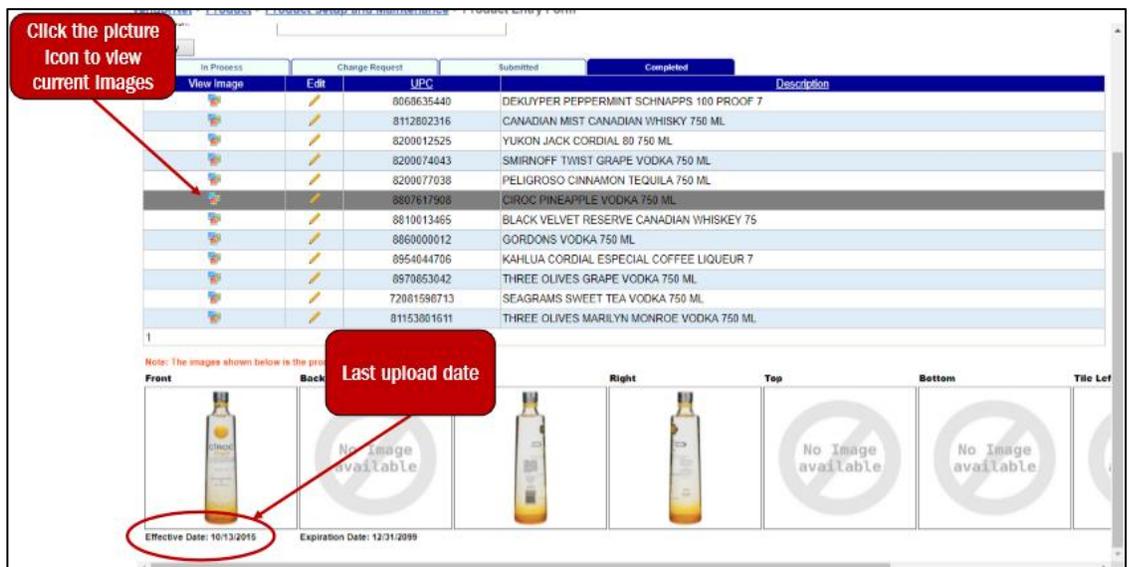
12. Click **Return** at the top of the page to navigate back to the **In Process** UPC List.

Repeat this process for each Image Set you wish to submit.



Note: The images are removed from the submitted column when they are approved by the Meijer Buying team. If you no longer see them, and you were not contacted, they were approved.

Note: To update an Image once you have submitted it you will have to upload the entire image set. If you only upload a front or back image, it would overlay the entire image set.



Important Follow Up Notes:

- For new items there must be a sale of the UPC at store level before the product will show on [Meijer.com](https://www.meijer.com). If changes are made to an existing image the Meijer Buying Office must approve the changes then the changes will update overnight to [Meijer.com](https://www.meijer.com).
- If Meijer does not approve the image set that has been submitted, it will be sent back to the vendor and can be found in the “Change Request” tab.
- A system generated email **will be sent to the VendorNet User ID email account**. Therefore, it is important that your company VendorNet Administrator gives you your own User ID and password for your work. If not, all Change Request emails will go to the account you have logged in under. The VendorNet Administrator can add new Users under their **My Account** tab.
- Do **NOT** create a new image set when responding to a “Change Request”. Update the Change Request image using **Upload** or **Delete** buttons below the images. Then resubmit the images to Meijer using the **Submit Image** button.