



zulily How-To Guide

Vendor Catalog Management

Welcome to the vendor catalog on Portal! Here you can view products that have been setup with zulily in a catalog view. This guide will teach you how to navigate, filter, and edit some product information.

Navigating to Your Catalog

You can access your Catalog by logging into the Vendor Portal and selecting the Catalog tab

Product Information for #Zebra Stripes Test Vendor#

Filter Catalog

text search: Search...

product categories: All Categories Selected

event id/name: All Events Selected

brand: All Brands Selected


Categories: All, Unclassified (12), Kids' Apparel (418), Kids' Access. (94), Adult Apparel (33), Footwear (21), Beauty & Wellness (15), Kids' Sleep & Undergarments (14), Sporting Goods (4), Tech & Travel (3), Costumes (2), Home (2), Plants (2), Food & Beverages (1), Pets (1)

Matching Styles: 621 Products: 3.2K

Basic Info | Copy | Shipping Details | Compliance | Direct Import | Actions

The Basic Info tab contains information commonly used by zulily customers to identify or search for your products.

Showing 1 - 10 of 621 styles

Style Name	Product ID	Vendor Style Name
<input type="checkbox"/>  Reversible Baby Hoodie	99	56856842



Filtering Your Catalog

Use the search or filters on the left side of the screen to find groups of products by product category, event or brand.

Filter Catalog reset filters

text search
Search...

product categories
All Categories Selected

event id/name
All Events Selected

brand
All Brands Selected


All | Unclassified (12) | Kids' Apparel (418) | Kids' Access. (94) | Ad
Kids' Sleep & Undergarments (14) | Sporting Goods (4) | Tech & Travel
Food & Beverages (1) | Pets (1)

Matching Styles: **621** Products: **3.2K**

Basic Info | Copy | Shipping Details | Com

The Basic Info tab contains information commonly used by zulily

Showing 1 ~ 10 of 621 styles

Style Name	Product
<input type="checkbox"/>  Reversible Baby Hoodie 99	<input type="checkbox"/> 5685684

Exporting to Excel

Download an Excel doc of your current view by clicking the Actions icon in the top right corner of the screen:

Basic Info | Copy | Shipping Details | Compliance

The Basic Info tab contains information commonly used by zulily customers to identify or search

Showing 1 ~ 10 of 203.1K styles

1 2 3 4 5 ...

Actions


- Export Current Tab:
- Selected products
- Current page
- All products









Editing Product Information

Select a product Classification at the top of the page to view relevant fields for that product type (for example, heel height is only relevant for footwear products and SPF Rating for Beauty and Wellness products). You **cannot** move to other tabs within the catalog until after you have chosen a classification.

The screenshot shows a navigation bar with the following classification filters: All (selected), Unclassified (12), Kids' Apparel (418), Kids' Access. (94), Adult Apparel (33), Footwear (21), Beauty & Wellness (15), Kids' Sleep & Undergarments (14), Sporting Goods (4), Tech & Travel (3), Costumes (2), Home (2), Plants (2), Food & Beverages (1), and Pets (1). Below the filters, it displays 'Matching Styles: 621 Products: 3.2K'. The navigation tabs include Basic Info, Copy, Shipping Details, Compliance, Direct Import, and Actions.

Any product attribute with an editing pencil icon () can be updated. Edits made to these attributes will auto-save and updates will flow directly to our internal merchandising tools. As time goes on you will see that more attributes will be made editable to you.

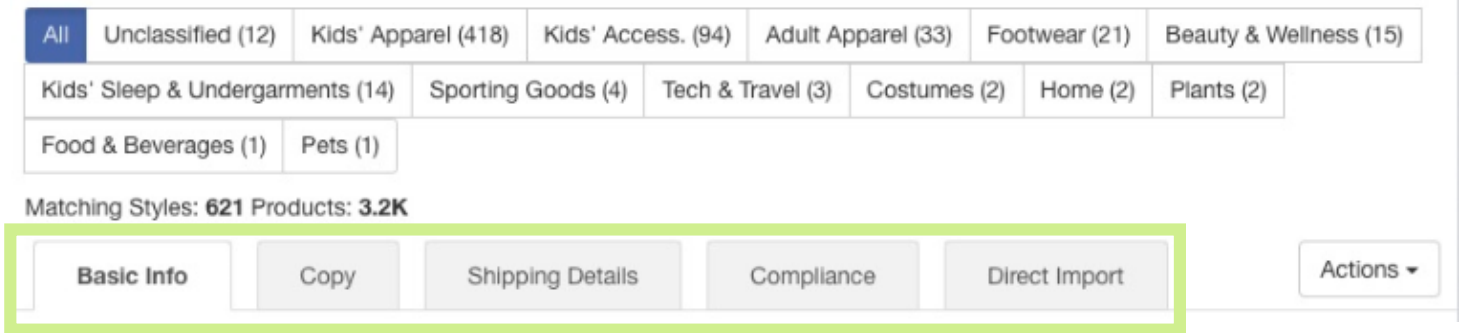
Ship Height	Ship Width	Ship Length	Ship Weight
			
			
			



All editing should occur at the product level. If the attribute is the same across sizes (a style level attribute), the system will automatically update all sizes.



Attribute Tab Groupings Explained



Basic Info tab holds the information used by our customers to easily identify or search for your products.

Copy details are used to accurately describe and represent your products on the zulily website.

Shipping Details are needed for operational processes to ensure our customers get their orders on time and have a good shopping experience.

Compliance information helps ensure your product will comply with consumer laws.

Direct Import details help ensure your product is compliant for cross-border shipments. This tab will only appear if you are an international vendor.



Note: Some of the attributes appear in multiple tabs to set the context for the product, however they need to be updated only once.