


# Zulily How-To Guide

## Product Catalog on the Vendor Portal

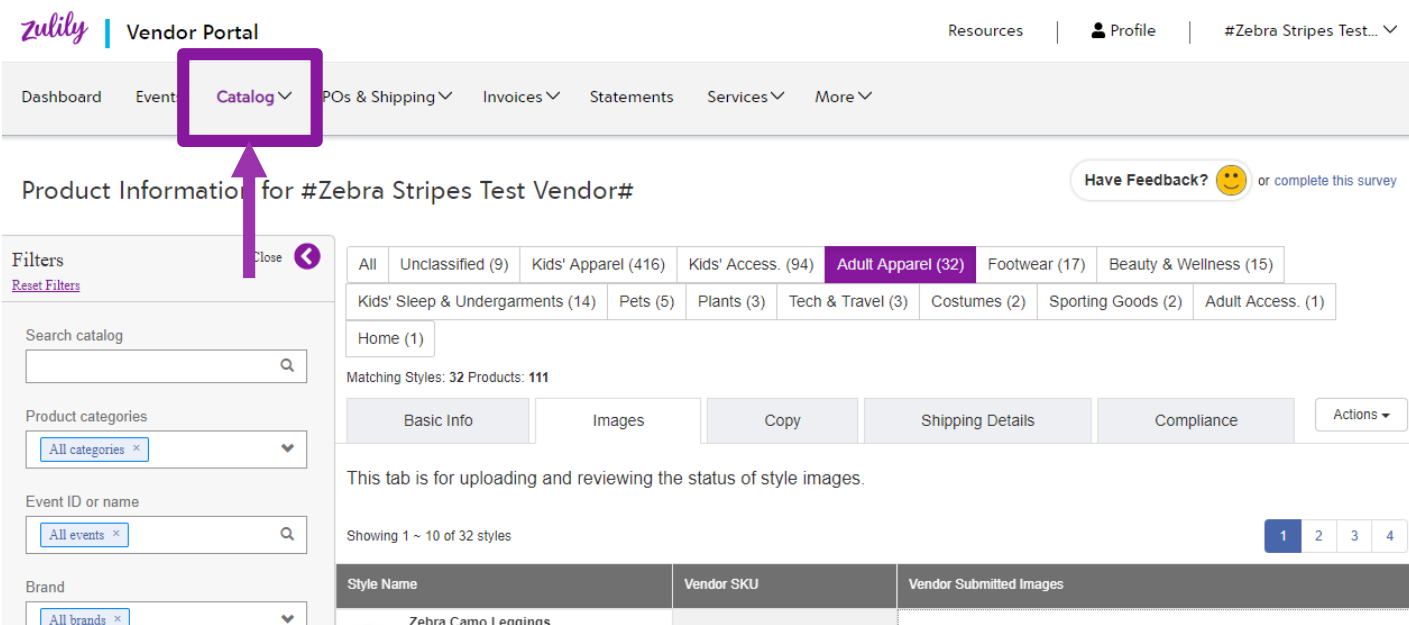
### Image Uploads

You can now upload images at a Catalog level! Please feel free to leave feedback either by emailing the [vendorcatalogfeedback@zulily.com](mailto:vendorcatalogfeedback@zulily.com) alias or using the feedback widget located in the Catalog page.

Have Feedback? 

## Navigating to Your Catalog

You can access your Catalog by logging into the Vendor Portal via [portal.zulily.com](http://portal.zulily.com) and selecting the “Catalog” tab

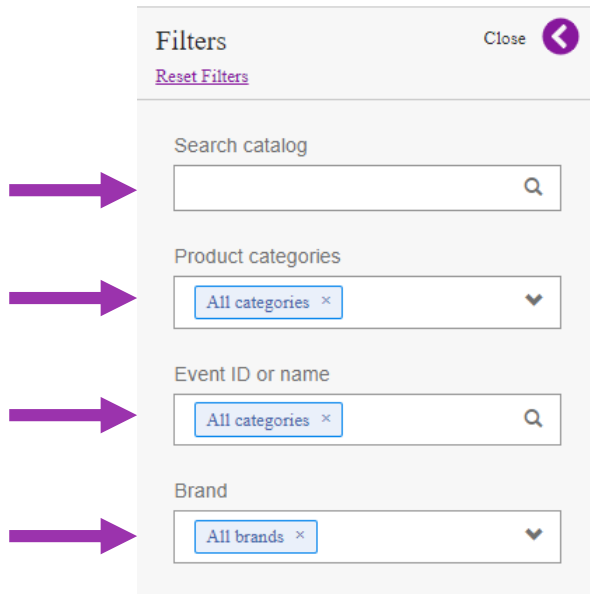


The screenshot shows the Zulily Vendor Portal interface. The top navigation bar includes the Zulily logo, 'Vendor Portal', and links for Resources, Profile, and a dropdown menu for '#Zebra Stripes Test...'. Below this is a secondary navigation bar with tabs for Dashboard, Event, Catalog (highlighted with a purple box and an arrow), POs & Shipping, Invoices, Statements, Services, and More. The main content area is titled 'Product Information for #Zebra Stripes Test Vendor#'. On the left, there is a 'Filters' sidebar with a search catalog field, product categories (set to 'All categories'), event ID or name (set to 'All events'), and brand (set to 'All brands'). The main content area displays a list of product categories: All, Unclassified (9), Kids' Apparel (416), Kids' Access. (94), Adult Apparel (32) (highlighted in purple), Footwear (17), and Beauty & Wellness (15). Below this, there are sub-categories: Kids' Sleep & Undergarments (14), Pets (5), Plants (3), Tech & Travel (3), Costumes (2), Sporting Goods (2), and Adult Access. (1). A 'Home (1)' link is also present. The text 'Matching Styles: 32 Products: 111' is shown. Below the categories, there are tabs for Basic Info, Images, Copy, Shipping Details, Compliance, and Actions. The 'Images' tab is active. The text below the tabs reads: 'This tab is for uploading and reviewing the status of style images.' Below this, it says 'Showing 1 ~ 10 of 32 styles' with a pagination control showing '1 2 3 4'. At the bottom, there is a table with columns: Style Name, Vendor SKU, and Vendor Submitted Images. The first row shows 'Zebra Camo Leggings'.

Please reach out to [vendorcatalogfeedback@zulily.com](mailto:vendorcatalogfeedback@zulily.com) if you are having troubles accessing this tab.

# Filtering/Searching

Using the filters located on the left side of the screen you can find desired groups of products by style name, event, product category or brand



## Images Tab

In order to upload images you will need to first, select the desired product classifications then navigate to the “Images” tab. A classification must be selected in order to access the “Images” tab.

All	Unclassified (9)	Kids' Apparel (416)	Kids' Access. (94)	<b>Adult Apparel (32)</b>	Footwear (17)	Beauty & Wellness (15)	
Kids' Sleep & Undergarments (14)	Pets (5)	Plants (3)	Tech & Travel (3)	Costumes (2)	Sporting Goods (2)	Adult Access. (1)	Home (1)

Matching Styles: 32 Products: 111

Basic Info	Images	Copy	Shipping Details	Compliance	Actions ▾
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# Drag & Drop Images

Drag and drop images from your desktop/folder to the desired style in the “Vendor Submitted Images” column



All	Unclassified (1)	<b>Kids' Apparel (3)</b>	Pets (3)	Adult Apparel (2)	Costumes (2)	Plants (1)	Sporting Goods (1)
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Matching Styles: 3 Products: 31

Basic Info	Images	Copy	Shipping Details	Compliance
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This tab is for uploading and reviewing the status of style images.

Showing 1 ~ 3 of 3 styles

Style Name	Vendor SKU	Vendor Submitted Images
 Zebra Camo Leggings 27483780	52068, another test value, hello, 3abc, 123, 321, ABC123	Drag and Drop images or <a href="#">click to browse your computer</a> (Limit 10).
 Black & White Zeb... 37443538	ZPS-987	Drag and Drop images or <a href="#">click to browse your computer</a> (Limit 10).

## Browse Folder

Images can also be dropped by clicking “click to browse your computer”, once desired folder is open you can select one or multiple and select “open”. Selected images will then upload to style.

# Automatic Rejections

If images uploaded do not meet the criteria detailed on the next page the system will automatically reject these images and they will not be uploaded. The below error will appear

1 images were rejected for the following reasons:





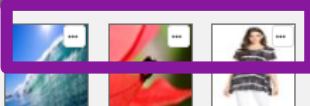


Rejected: testimage.JPG

Reason: **The file must have a minimum width of 1000px and minimum height 1200px**

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## Delete Images

Images can only be deleted from the “Vendor Submitted Images” column you can do so by clicking the (  ) in the upper right corner of the thumbnail and selecting delete image from the dropdown.

Style Name	Vendor SKU	Vendor Submitted Images
 Dragon Rug  46135041	TEST_ZU-DRAGON-6	  Drag and Drop images or <a href="#">click to browse your computer</a> (Limit 10).
 Light Indigo Jean...  55262129	RUUM_08870500029_FADEDI NDIGOW	  Drag and Drop images or <a href="#">click to browse your computer</a> (Limit 10).

# Image Guidelines

## Dimensions

Larger images are preferred to allow us to feature the best details of your image. With larger images, we can enlarge or crop into smaller areas of the photo while maintaining the minimum pixel requirements.

We accept images that are 1000 pixels x 1200 pixels, or larger

## Resolution

Minimum 72 dpi or greater


## File Formats

PSD, JPEG, TIFF, EPS, PNG

All photographs provided to zulily, Inc. must obtain photographic image rights and necessary permission from the photographer and/or persons featured. Do not submit confidential or proprietary, or any image that might infringe the intellectual property rights of others. By submitting photos, you grant or assign a non-exclusive, world-wide, royalty free license to zulily, Inc. and its agents or affiliates to display the photo on our website and to copy and display in any related online and offline promotions.

# Image Statuses

Our teams work images based on SKUs going live in events. Please note that uploaded images may not be worked until SKUs are loaded into an upcoming event.

Style Name	Vendor SKU	Vendor Submitted Images
test product	ZEBRATESTING_ABI3232323-23_PINK 46772979	 Drag and Drop images or click to browse your computer (Limit 10).

A green checkmark (✔) in the lower left corner of the image thumbnail means that your image has been accepted by an internal team.

Note: Image acceptance does not mean that our studio teams have reviewed and approved these for final use on our site.

A red exclamation point (❗) means that one of our internal teams has deemed that the uploaded image does not meet standards for use of final images.

Once all uploaded images have been approved by all internal teams final images used on our site will appear in the final main and final alt columns.

Vendor Submitted Images	Final Main Image	Final Alternate Images
Drag and Drop images or click to browse your computer (Limit 10).	No Images Available	No Images Available