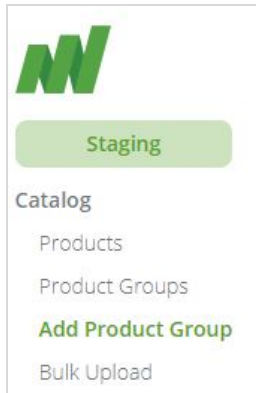




In order to create a new product in *Gateway*, [please log onto the Gateway portal](#), then follow the steps listed below:



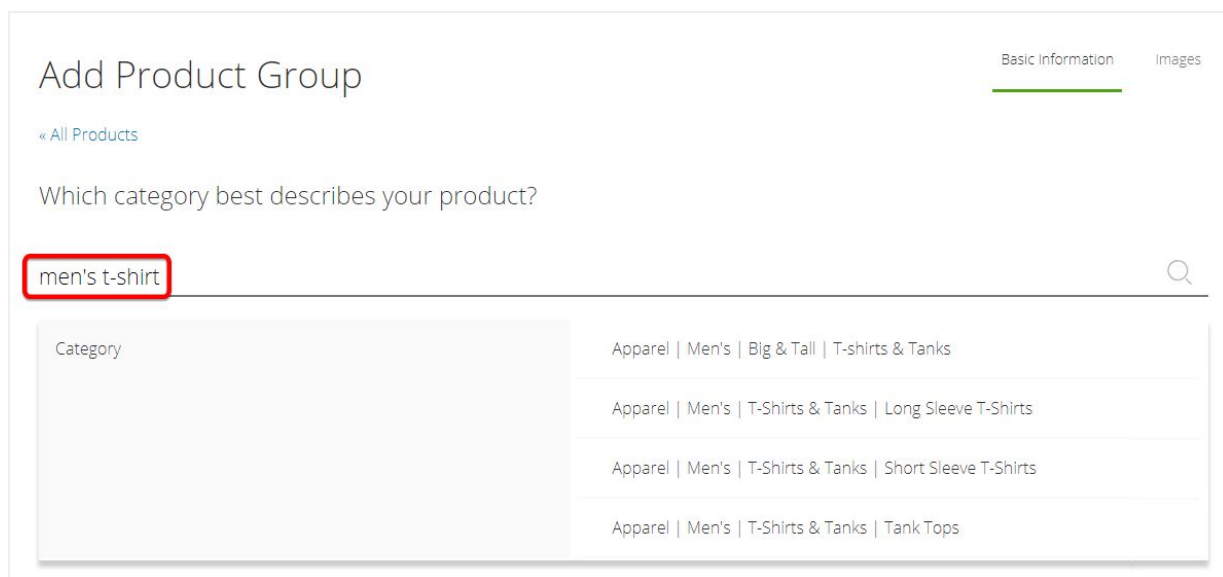
1. Once you've logged on to *Gateway*, get started by clicking on "Add Product Group" in the left-hand navigation bar.



2. You'll be prompted with the question, "Which category describes your product?"

In the field provided, type in keywords pertaining to your product. Once you've typed a keyword that lines up with our taxonomy, a list of matching results will auto-suggest below.

For a complete taxonomy list, see [Finding the Best Categories for Your Product](#)





3. Select the best fit *product category* for your new listing.

Selecting from the suggested categories, choose the option that best matches the product that you plan to list.

The screenshot shows the 'Add Product Group' form. At the top right, there are two tabs: 'Basic information' (which is active and underlined) and 'Images'. Below the title, there is a link '« All Products'. The main heading is 'Which category best describes your product?'. A search bar contains the text 'men's t-shirt' and has a magnifying glass icon on the right. Below the search bar is a list of category suggestions. The first suggestion is 'Apparel | Men's | Big & Tall | T-shirts & Tanks'. The second is 'Apparel | Men's | T-Shirts & Tanks | Long Sleeve T-Shirts'. The third is 'Apparel | Men's | T-Shirts & Tanks | Short Sleeve T-Shirts', which is highlighted with a green background and a mouse cursor pointing to it. The fourth is 'Apparel | Men's | T-Shirts & Tanks | Tank Tops'.

4. Enter *key information* for your new product.

The product page will expand, allowing you to input *key information* for your new product, including *manufacturer*, *brand*, *product name* and *description*. Complete these fields, noting that [all required fields](#) are marked with an asterisk.

You can return to this page later if you need to make edits or additions. However, you will not be allowed to navigate past this page until all required fields are completed.

For more on writing a product description, see [Product Description Guidelines](#).

The screenshot shows the 'KEY INFORMATION' section of the form. At the top, the category path is 'Apparel | Men's | T-Shirts & Tanks | Short Sleeve T-Shirts'. Below this, there are four fields: 'Manufacturer*' with the value 'Clothing Co.', 'Brand*' with the value 'Test Brand', 'Name*' with the value 'Plain Solid Color T-Shirts', and 'Description*' with the value 'These solid plain colored t-shirts are great for any occasion, from lounging to physical activity.'. To the right of the description field is a 'What's included in the Box?' field with the value 'T-shirt'. At the bottom right, there is a 'Proof of Authenticity' button with a green checkmark icon.



5. Use **Bullet Points** to provide concise selling points for your product.

Use the provided text field, type your information, then press the Enter key to input each bullet point. Bullet points should be under 128 characters and include concise selling points of the product. These will be listed prominently on the customer-facing deal page.

Bullet Points

Warranty Type: Parts and Labor

Warranty Provider: Samsung

- To edit an existing bullet point, click on the text, make changes, then press the Enter key.
- To delete an existing bullet point, click on the “(x)” to the right of added text

6. Enter **warranty information** for your product, if available.

All fields in this section must be completed in order for the warranty to be featured on your deal page. After completing all fields, click on the Warranty File button to upload an image of the warranty. If there is no warranty associated with your product, this section can be left blank.

For more information, see [How to Enter Claimed Warranties](#).

Warranty Type: Parts and Labor

Warranty Provider: Samsung

Warranty Length Unit: Years

Warranty Length Amount: 2

Warranty Description: 2 year limited parts and labor warranty from Samsung

Warranty File

7. Enter your **reference price link** and **retail site link**.

The *Reference Price Link* is a site URL where the products can be purchased at the provided Reference Price (MSRP). The *Retail Site Link* is a site URL where your product is being sold by the brand or manufacturer, if available.

Reference Price Link: <http://shop.nordstrom.com/s/plain-white-mens>

Retail Site Link: <http://www.testbrand.com/plainmensteeshirts.f>

Proof of Pricing



8. Create individual products within your existing product group.

Gateway breaks down your inventory into "product groups" and "products". By completing steps 1-7, we have now created a new "product group". Next, we will create our "product(s)" by inputting attribute information, such as size, color, etc.

For more information, see [What are "Products" and "Product Groups"?](#)

Options for Inputting Attributes (based on combinations offered)

See which of the options below best describes the product group you're creating, then click that option and follow the appropriate steps provided:

OPTION #1

	Red
Small	✓

No attribute variations of this product are being offered.

OPTION #2

	White	Black	Red	Blue
Small	✓	✓	✓	✓
Medium	✓	✓	✓	✓
Large	✓	✓	✓	✓

Every possible attribute combination is part of available stock.

OPTION #3

	White	Black	Red	Blue
Small	✓	✓	✓	✓
Medium	✓	✓	n/a	n/a
Large	✓	✓	n/a	n/a

Some attribute combinations are *not* part of available stock.

Option #1

If you only plan to offer one product in your product group (for example, a small red shirt), simply enter these attributes (red, small) in the fields listed below the Products heading.

You can either browse through the drop-down options, or manually type in order to search for your desired values.

Once you are finished adding attributes, your product will be created automatically. You can now move onto [Step 9](#).

NOTE: If more than one value is entered for any of the attributes, multiple products will automatically be created in the *Products* section.



Option #2

If you have a product in stock for every possible combination of attributes, enter all of your product group's available attributes using the fields under the Products heading.

You can either browse through the drop-down options, or begin to type in order to manually search for your desired value.

A new product will automatically be created in the section below for every possible combination of the selected attributes. You will provide each of these products with unique ID information in [Step 9](#).

The screenshot shows a section titled "PRODUCTS" with several search fields. The fields are: "Sleeve Length", "Color*" (with a red circle around the asterisk), "Generic Size", "Shirt Sleeve Length", "Special Sizes", "Neck Size", and "Size*". Each field has a magnifying glass icon to its right. At the bottom left, there is a checkbox and a button labeled "Edit Selected".

To remove an attribute value, hover over the oval attribute container and click on the "x" that appears.

(Required attributes are marked with an asterisk)

Option #3

If you do not have a product for every possible combination of attributes (for example, you have the color white in sizes small, medium, large and XL, but you only have the color red in size large and XL), click the "Add a Product" link pictured below to add a new product to your group.

Create one product for each combination you plan on offering. You will then add the appropriate attributes to each product using the "Edit" link generated to the right of each new product. Reference the instructions provided in Step 9 for more context.

The screenshot shows a table header with the following columns: "SKU*", "Model #", "Product ID*", "On Hand QTY", "Available QTY", "Sold QTY", and "Unit Price*". Below the header, there is a button labeled "Add a Product" with a plus sign icon, which is highlighted with a red box.

(Required attributes are marked with an asterisk)







9. Enter identifying information about your products.

Here, you will enter any identifying information about your products, such as [SKU](#), [Model number](#), [Product ID](#), [Quantity](#) and [Unit Price](#). Enter information according to the product attributes displayed on the left end of each line. If you created multiple products during Step 8, each individual product will require a unique Product ID.

The Product ID is usually the *UPC* number associated with your product, but can also be *EAN*, *ISBN*, or *ITF*. Your Product ID "type" will appear in small text below the field once it has been recognized by our system.

(Required fields are marked with an asterisk)

<input type="checkbox"/>	SKU*	Model #	Product ID*	On Hand QTY	Available QTY	Sold QTY	Unit Price*	
<input type="checkbox"/>	SS-RED-S	SS-SHIRT	684383546516 <small>UPC</small>	100	-	-	10.00	 Edit
<input type="checkbox"/>	SS-WHITE-S	SS-SHIRT	684383546517 <small>UPC</small>	100	-	-	10.00	 Edit
<input type="checkbox"/>	SS-PURPLE-S	SS-SHIRT	684383546518 <small>UPC</small>	100	-	-	10.00	 Edit
<input type="checkbox"/>	SS-RED-M	SS-SHIRT	684383546519 <small>UPC</small>	100	-	-	10.00	 Edit

Taxonomy Requests

NOTE: If you're having issues with your Product ID's being rejected, see [My Product ID Is Not Being Accepted](#) for assistance.



10. Confirm that all required information has been provided accurately.

You may now notice a red exclamation point symbol to the right of your cost. This indicates that you're required to enter more information before moving on to the next step. If you hover over the symbol, a red text box will appear, describing the missing information for the product.



In order to enter this information for each product individually, you can click on the "Edit Details" link to the right of the symbol. To make changes to more than one product at a time, select the checkboxes next to the product list (or the checkbox at the top of the list) and click the "Edit Selected" button.

	Available QTY	Sold QTY	Unit Price*
<input checked="" type="checkbox"/>	-	-	10.00
			<ul style="list-style-type: none">• Attributes have one or more blank values for required values• Height Unit can't be blank• Height is not a number• Height can't be blank• Length Unit can't be blank• Length is not a number• Length can't be blank• Package Height Unit can't be blank• Height is not a number• Height can't be blank• Package Weight Unit can't be blank• Weight is not a number• Weight can't be blank• Package Width Unit can't be blank• Width is not a number• Width can't be blank• Package Length Unit can't be blank• Length is not a number• Length can't be blank• Weight Unit can't be blank• Weight is not a number• Weight can't be blank• Width Unit can't be blank• Width is not a number• Width can't be blank• Origin country can't be blank• Reference Price is too short (minimum is 1)• Reference Price is not a number
			Taxonomy Requests
SKU*	Model #		
<input checked="" type="checkbox"/>	SS-RED-S	SS-SHIRT	
<input checked="" type="checkbox"/>	SS-WHITE-S	SS-SHIRT	
<input checked="" type="checkbox"/>	SS-PURPLE-S	SS-SHIRT	
<input checked="" type="checkbox"/>	SS-RED-M	SS-SHIRT	
<input checked="" type="checkbox"/>	SS-WHITE-M	SS-SHIRT	
<input checked="" type="checkbox"/>	SS-PURPLE-M	SS-SHIRT	



11. Enter complete pricing information.

A new screen will open, giving you the opportunity to enter more information about your product. Some fields will be carried over from the information entered on the previous screen, and some will still need to be completed. Begin by entering the [Shipping Cost](#), [MAP](#) (if applicable) and [Reference Price](#) (which should correlate with the [Reference Price Link](#) you entered on [Step 7](#)). *Unit price* and *quantity* will already be present.

(Required fields are marked with an asterisk)

OFFER				
Unit Price*	Shipping Cost*	Quantity	MAP	Reference Price*
10.00	1.99	100	35.00	50.00

12. Add distinguishing attributes, if necessary.

Your product may have the option to add *Distinguishing* and *Supplementary* attributes. You should only have to add attributes here if you have added a product after completing the other products, or you didn't choose attributes on the Basic Information tab.

NOTE: Only add distinguishing attributes when editing product one at a time. If you are editing in bulk, no distinguishing attribute fields should be filled in.

ATTRIBUTES		
DISTINGUISHING		
Sleeve Length	Color*	Generic Size
Shirt Sleeve Length	Special Sizes	Neck Size
Size*		
SUPPLEMENTARY		
Apparel and Footwear Sizing Chart	Custom Material Cotton blend	Apparel and Footwear Material



13. If this product is LTL or contains hazardous material, check the appropriate boxes. If none of these apply, leave them blank.

14. Choose the country in which your product was manufactured by clicking on the “Country of Origin” field.

The screenshot shows a form with a dropdown menu for 'Country of Origin' on the left, listing countries like Bermuda, Brunei, Bolivia, Caribbean Netherlands, Brazil (highlighted), Bahamas, Bhutan, Botswana, Belarus, Belize, Canada, and Cocos (Keeling) Islands. To the right, there are dropdowns for 'Dimension Unit*' and 'Weight Unit*'. Below these are sections for 'PRODUCT MEASUREMENTS' and 'PACKAGE MEASUREMENTS', each with fields for Length*, Width*, Height*, and Weight*.

15. Enter accurate sizing measurements for both product and packaging.

First, select the appropriate units of measurement you will be using for both product and package dimensions by clicking on the “Dimension Unit” field. Next, fill in the appropriate information for both the *Product Measurements* and *Package Measurements* fields.

The screenshot shows the form with 'Country of Origin' set to 'Brazil'. The 'Dimension Unit*' and 'Weight Unit*' dropdowns are visible. Below these are sections for 'PRODUCT MEASUREMENTS' and 'PACKAGE MEASUREMENTS', each with fields for Length*, Width*, Height*, and Weight*. A red circle highlights the 'Width*' field in the 'PACKAGE MEASUREMENTS' section.

16. Once you have completed steps 1-15, click on the box marked “OK” at the bottom of the screen to apply. You may then proceed to Step 17.



17. Review product information.

You will now be returned to the previous product information page. If all product details have been entered correctly and validated, the symbol which was previously a *red exclamation point* should now be a *grey check mark*.

If you still have a red exclamation point, hover your mouse over it to see what fields were unfilled or not accepted. Then, click again on the “*Edit Product Details*” page to enter any indicated information. When you finally see a grey checkmark, click on the “*Save & Continue*” box at the bottom of the page to move on to the *Images* tab.

<input type="checkbox"/>	Cotton blend Purple S	SS-PURPLE-S	SS-SHIRT	684383546518 UPC	100	-	-	10.00	<input checked="" type="checkbox"/> Edit
<input type="checkbox"/>	Red Cotton blend M	SS-RED-M	SS-SHIRT	684383546519 UPC	100	-	-	10.00	<input checked="" type="checkbox"/> Edit
<input type="checkbox"/>	Cotton blend White M	SS-WHITE-M	SS-SHIRT	684383546520 UPC	100	-	-	10.00	<input checked="" type="checkbox"/> Edit
<input type="checkbox"/>	Cotton blend Purple M	SS-PURPLE-M	SS-SHIRT	684383546521 UPC	100	-	-	10.00	<input checked="" type="checkbox"/> Edit

⊕ Add a Product

Save & Continue 

Taxonomy/Requests?



18. Add images to your product group.

Click on the “Add Image to Product Group” link, found below the now expanded “Product Group Images” heading.

A new window will appear, prompting you to add a URL to your image. After entering your image URL, click on the “Save” box below the text field.

Adding Image

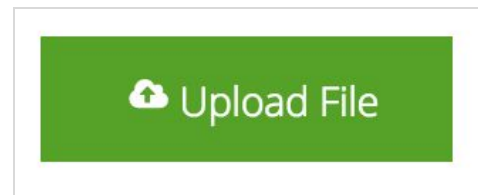
Image Source URL*

<http://vm3.sm-planet.net/images/t-shirt/1/purple.jpg>

Save Upload File

If you do not already have a URL created for your image, please see [How to Create an Image Link](#).

Alternately, you can also directly upload image files from your computer by using the direct image upload. To use this function, click on the “Upload File” button.



If you’re not sure that your product photos are compliant with our guidelines, please see [Image Requirements](#) and [Creating a Great Product Photo](#).

If adding multiple images, repeat the above steps as many times as needed. You are encouraged to add multiple photos, depicting different angles, product uses, etc.

If you need to delete an image, click on the “(x)” that appear in the top right corner of the image when you hover over it.





18. Assign specific images to individual products.

If there are multiple products within your product group, you will need to add a specific photo for each individual product.


Use the previous steps to upload an image which corresponds to each product. Next, start assigning each image to the product it depicts. To assign an image, first click on the image you'd like to assign. Next, select the product(s) you'd like to associate with this image by clicking on the green checkbox(es) next to the product(s). Finally, click on the box marked "Apply to Images Selected Products".

Update Product Group

Basic Information Images

« All Products

PRODUCT GROUP IMAGES



⊕ Add Image to Product Group

PRODUCT IMAGES

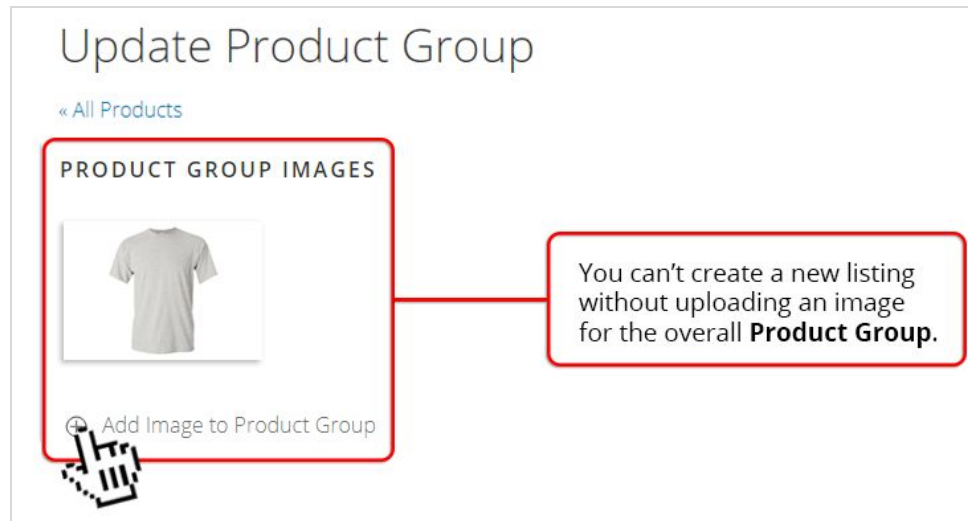
Apply Selected Image to Selected Products

<input type="checkbox"/> ⊕ Add Image to Variation	SS-RED-SM	Short, Red, S/M, Cotton
<input type="checkbox"/> ⊕ Add Image to Variation	SS-PURPLE-SM	Short, Purple, S/M, Cotton
<input type="checkbox"/> ⊕ Add Image to Variation	SS-WHITE-SM	Short, White, S/M, Cotton
<input type="checkbox"/> ⊕ Add Image to Variation	SS-BLUE-SM	Short, Blue, S/M, Cotton
<input type="checkbox"/> ⊕ Add Image to Variation	SS-BLACK-SM	Short, Black, S/M, Cotton

Repeat this step until all products have been assigned their own image.

**18. Upload an image under “Product Group”, if you have not done so already.**

Finally, you must have a primary photo listed under "Product Group Photo."



This "Product Group Photo" can be a duplicate of any of your individual product photos, as long as it is fully compliant with our guidelines. This will be the customer-facing image on the deal listing

19. Do a final review of all product information.

Once all products have been assigned images, go back to the “Basic Information” tab and double-check all product information for accuracy. If everything looks good, you’re done!

20. Congratulations, your new listing is now under review!

It will now be sent to our product screening team, who will complete their review within the next 7 business days. Great work!

If you have questions about the Product Screening Process, or want tips on how to appeal or avoid product rejections, see [“Product Screening Process”](#)