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FedMall Quick Start Guide

Supplier Image Upload Specification

Version 0.0.5

Document Date: February 16, 2017

Document History

Revision History

Revision Number	Revision Date	Summary of Changes	Author
0.0.1	3/25/2016	Initial draft	Don Tennant
0.0.3	6/28/2016	Minor revision. Incremented the version number to remain in sync with referenced spreadsheet version. Clarified that images may be up to the dimensions specified, and that the file size restriction refers to the compressed file size. Described how to complete the Contract Number field for MarketPlace catalogs.	Don Tennant
0.0.4	2/15/2017	Minor revision. Provided information about valid values for Status (new section 2.5).	Don Tennant
0.0.5	2/16/2017	Minor revision. Noted that catalog items should be loaded before uploading images (updated section 2.1).	Don Tennant

Contents

1. Introduction

1.1 Purpose

The purpose of this document is to assist suppliers with the generation of a valid archive files to create or maintain their catalog images in FedMall.

1.2 Audience

The intended audience of this planning document is:

- ❑ FedMall Suppliers
- ❑ FedMall Program Managers
- ❑ Communication Leads

1.3 Document References

This document is based on the following document:

Document Name	Version	Owner
FedMall Supplier Image Template Spreadsheet	v0.0.3	IBM

2   Instructions

2.1   Summary of Procedure

- Create the necessary folder structure, based on the contract(s) associated to the images.
- Add properly-named images to the applicable folders.
- Create an archive (.zip) file that includes the images; be sure to maintain the folder structure when creating the .zip 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   Archive File Details

The following details pertain to the file that will contain the image files 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 20 Megabytes to support effective performance. This limitation is subject to change following system performance testing.
File Naming Convention	FDMSP_<supplier_CAGE_code>_<user's_custom_description>_mmddyyyy.zip *Example:* FDMSP_A1B2C_SampleCompanyName_12172015.zip
File Name Length	The length of the uploaded archive file name cannot exceed 64 characters, including the file extension (.zip).

2.3   Image File Details

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

Number of images per catalog item	Four (4); 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 Naming Convention	Each image file name consists of four parts (plus delimiters to keep these parts distinct); the image must be named correctly so that it can be matched to the correct part. See details, below.

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").

2.3.1   Image File Dimensions

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

Image Type	Abbreviation (For File Name)	Maximum Image Dimensions
Thumbnail	T	200 x 310 pixels
Full Image	1	646 x 1000 pixels
First Alternate Image	2	646 x 1000 pixels
Second Alternate Image	3	646 x 1000 pixels

Note: The 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.

2.3.2   Image File Naming Convention

Information	Required	Description	Valid Values
Part Number	Yes, Required	The supplier part number (not necessarily the OEM part number) as listed in the Supplier Master Catalog	Any alphanumeric characters (A-Z, a-z, 0-9) and the hyphen (-)
<Delimiter>	Yes, Required	The underscore character separates the Part Number from the Image Type	_ (i.e. the underscore character)
Image Type	Yes, Required	One character to indicate whether the image is a thumbnail (T), the first full image (1), the second full/alternate image (2), or the third full/alternate image (3).	T / 1 / 2 / 3
<Delimiter>	Only if the custom description follows	The underscore character separates the Image Type from the Custom Description (if the Custom Description is provided)	_ (i.e. the underscore character)
Custom Description	No, Optional	Any additional text that the supplier wishes to add to the file name; it will be ignored by FedMall	Any alphanumeric characters (A-Z, a-z, 0-9) and the hyphen (-)
File Extension	Yes, Required	The period (.) character followed by the applicable three-character file extension, depending on the file type	.jpg / .png / .gif

Example: PN1234_T_ThisIsAThumbnail.jpg

## 2.4   Archive File Structure

For each image, you will need the following to create the correct path to the image:

- **CAGE Code:** Commercial and Government Entity code. A 5-character, alphanumeric code representing the supplier entity.
- **Contract Number:** The approved contract that pertains to the specified supplier entity. Note: In the case of MarketPlace catalogs, the equivalent identifier instead of a contract number is "MARKETPLACE" followed by an underscore (_) character followed by the CAGE code, e.g. a supplier may have a MarketPlace "pseudo Contract Number" of "MARKETPLACE_ABC12".

Within the archive, the image path structure is built up as follows:

/<supplier CAGE code>/<contract number>/<image name>

Thus, for example:
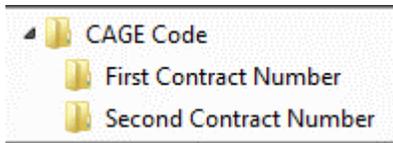
Each contract folder should contain all images desired for items under that contract. No images should be located in the root (base) folder or directly in the CAGE Code folder.

As an example, suppose that a supplier had the following images for the two catalog items listed:

CAGE Code	Contract Number	Part Number	Image Path
1D185	N1234515D6789	AE-M1018-26874	/1D185/N1234515D6789/AE-M1018-26874_T_bmw-std-thumb.jpg
1D185	N1234515D6789	AE-M1018-26874	/1D185/N1234515D6789/AE-M1018-26874_1_bmw-std-red.jpg
1D185	N1234515D6789	AE-M1018-26874	/1D185/N1234515D6789/AE-M1018-26874_2_bmw-std-blue.jpg
1D185	N1234515D6789	AE-M1018-26874	/1D185/N1234515D6789/AE-M1018-26874_3_bmw-std-green.jpg
1D185	N1234515D6789	AE-M1018-26875	/1D185/N1234515D6789/AE-M1018-26875_T_bmw-power-thumb.jpg
1D185	N1234515D6789	AE-M1018-26875	/1D185/N1234515D6789/AE-M1018-26875_1_bmw-power-red.jpg
1D185	N1234515D6789	AE-M1018-26875	/1D185/N1234515D6789/AE-M1018-26875_2_bmw-power-blue.jpg
1D185	N1234515D6789	AE-M1018-26875	/1D185/N1234515D6789/AE-M1018-26875_3_bmw-power-green.jpg

The folder structure would look like this:
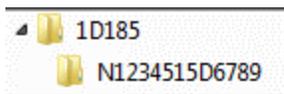
All eight image (.jpg) files would be provided in the contract (N1234515D6789) folder.

2.5   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:

Activity Status for Image Archive		
Click on the Transaction for a detailed description.		
Transaction ID	**Submit Date**	**Status**
76	Thu Feb 16 03:00:09 EST 2017	New
75	Thu Feb 16 00:58:45 EST 2017	Completed
72	Wed Feb 15 16:48:43 EST 2017	Completed
64	Wed Feb 15 10:41:33 EST 2017	Completed
63	Wed Feb 15 10:41:07 EST 2017	Completed

The Status column will display one of the following values:

- **New:** 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 *New* 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.
- **Completed:** The uploaded file was processed, and the images have been associated to the items.