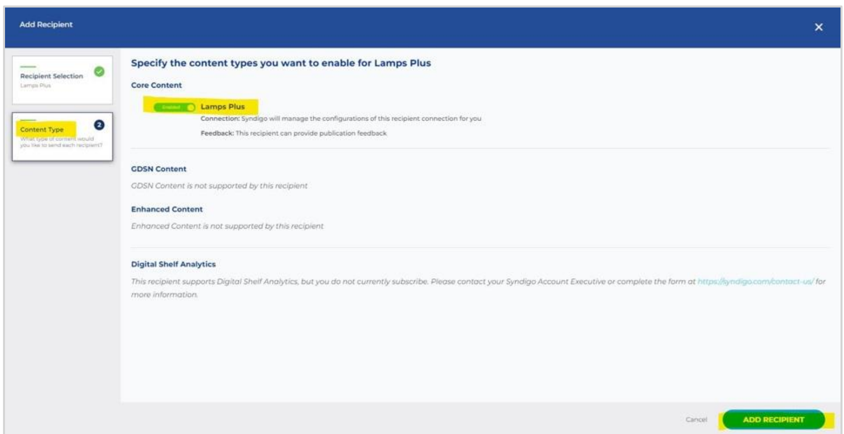
Lamps Plus: Vendor Checklist

Step 1: Add "Lamps Plus" as a Recipient to the account

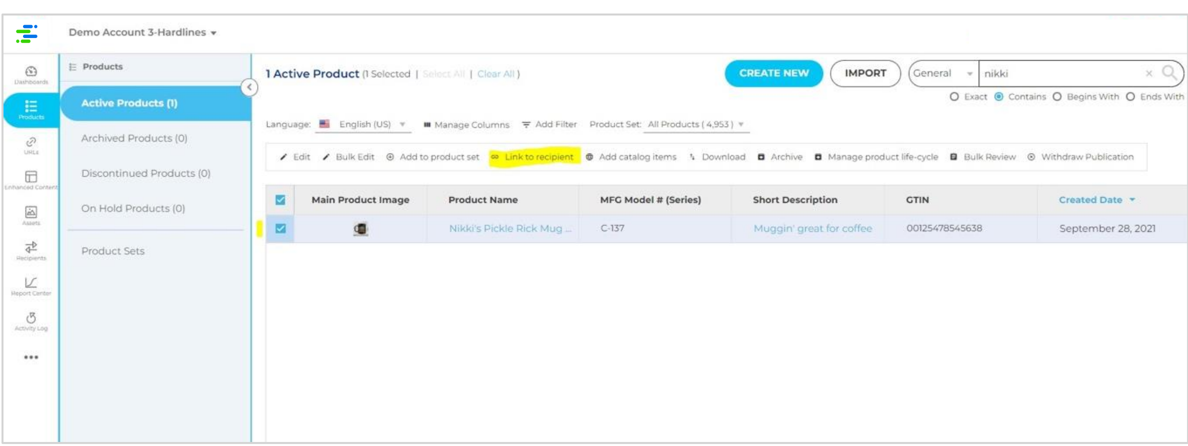
Note: This is a one-time-only step.

- Go to the **Recipients** tab & ensure the recipient **Lamps Plus** added to the account.
- If it is not, select **Add New Recipient**, search for **Lamps Plus** & select Next.
  - Under **Content Type**, enable **Core Content** & select **Add Recipient.**



Step 2: Link "Lamps Plus" to the product(s)

- Navigate to the **Products** tab.
- Select or create the product, click **Link to Recipient.**
- Scroll or search for **Lamps Plus** & select both the recipient & the associated requirement set.
- Click **Apply Link.**

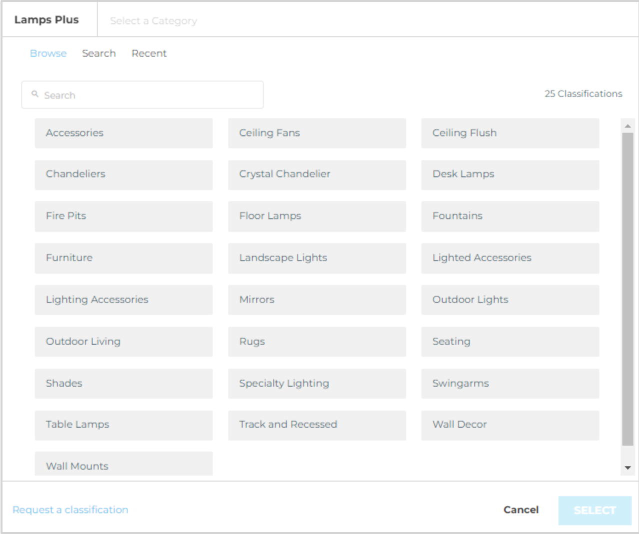


Lamps Plus: Vendor Checklist

Step 3: Categorize your item using Lamps Plus taxonomy.

Note: This is a one-time-only step.

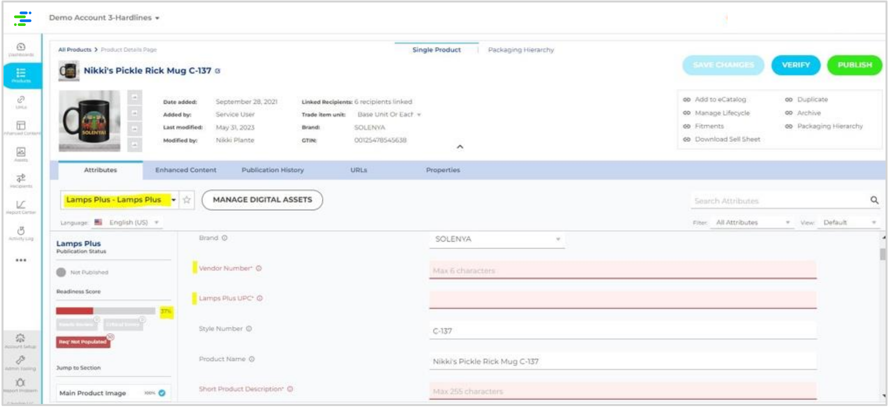
- Browse or search through the classifications & select what is most applicable to the item.



Step 4: Add Product Data

- Select the product & click **Edit** or **Bulk Edit.**
  - Ensure the displayed requirement set shows as **Lamps Plus.**
- Complete all the required fields shown in **red** & save your changes as you go.

Note: For more information on what an attribute is asking for, hover your mouse over the ⓘ icon to get specific details.

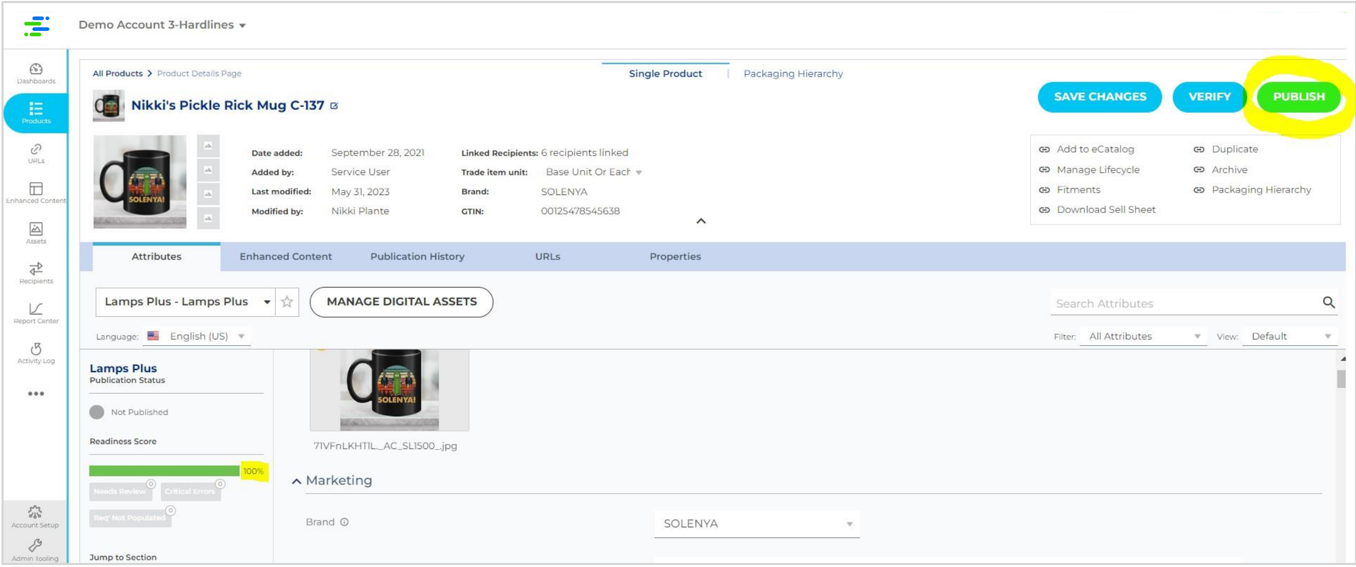


Lamps Plus: Vendor Checklist

Syndigo

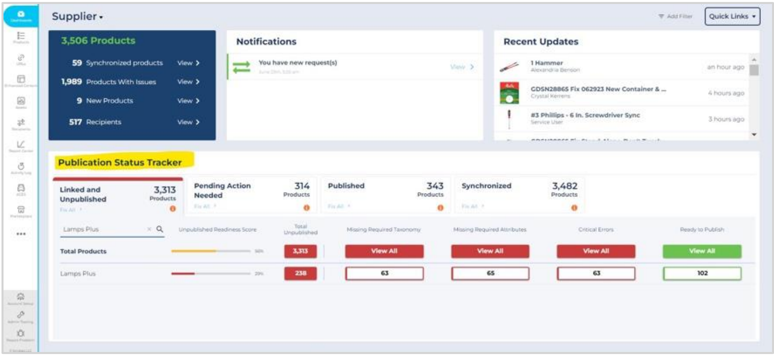
Step 5: Publish the Product

- Once the readiness score reaches 100%, click **Publish.**
- Select **Lamps Plus.**
- Click **Publish.**



What to look for post-publishing...

You can track your publication via your **Publication History** tab within **Edit** view, or via the **Publication Status Tracker** on the **Home** tab. If the team needs more information from you, you'll see the product listed in the **Pending Action Needed** section of the **Publication Status Tracker.**



Lamps Plus: FAQs

1. What is my Vendor Number?

Your 6-digit Lamps Plus Vendor Number.

2. What identifier should I use when importing spreadsheets?

Manufacturer Part # - Please make sure this is completed on our spreadsheet as it is marked as required

3. Why is my spreadsheet import failing?

Our smart spreadsheet cannot be modified in any way other than adding in your product data. Any reformatting from the original file may likely cause an error.

4. Are there image requirements for my assets?

Height and width must be a minimum of 1000 pixels each

5. Why is my Brand not showing in the dropdown options?

- The brand will need to be added as a Vendor Choice attribute under the configurations tab.
    - **Configurations>Attribute Library>Vendor Choice**>Check mark the attribute with missing name>**Edit>Add Choice>Save Changes**

6. Why do I not see the readiness score when all attributes are complete?

A Lamps Plus category must be selected to pull all category specific requirements before your readiness score will appear.

7. What if I do not know the information that's required?

Syndigo will not have your product information. You will need to work with your team internally or reach out to your Lamps Plus contact depending on the attribute.

8. Why are my products not publishing to Lamps Plus?

Carefully review and complete steps 1-5 listed above. If you receive an error upon publishing or have tried to publish your product data multiple times, please take a screenshot of any errors and reach out to your Onboarding Specialist or our **Support Team** for help.

9. Can I edit multiple items at a time?

Yes! You may choose to **complete an exported spreadsheet** with the Lamps Plus requirements then **import that data into the Platform**. You may also use **bulk edit** to edit multiple products at once.