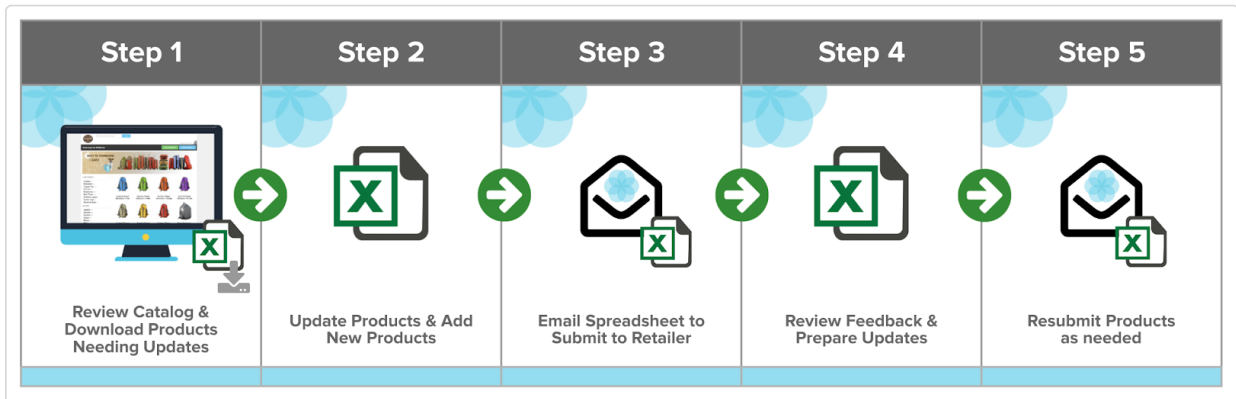


Getting Started with Salsisheets

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With Salsisheets, you can submit your item refresh and new item setup products to participating retailers in just a few simple steps. All the product information your retailer currently has for your products is compiled in a catalog that you can review.



Step 1

Browse the catalog, search by product, or filter by category and review product details, and choose the products you need to update or categories that you need to submit new products to. Then download a formatted spreadsheet that you'll submit your products in.

[Click here](#) to learn more about using the catalog and how to download the retailer submission worksheet.

Step 2

Update the details of existing products, and add new products to the spreadsheet you downloaded in the previous step. When it's ready, save your updates and next you'll deliver it to the retailer.

[Click here](#) to learn more about updating the retailer submission worksheet, and adding new products.

Step 3

Email the completed worksheet to the retailer. Just attach it to an email (one spreadsheet per email) and send it to the Salsify-provided email address.

Step 4

If there were any validation errors in the products you submitted, you'll receive an email with feedback attached. Review the feedback and if you need to make any corrections, make them in the spreadsheet you submitted before. Products without validation feedback will be delivered to the retailer.

Product delivered to the retailer may receive additional feedback as the retailer reviews the content. You'll receive an email with any additional retailer feedback. You can update products with the same spreadsheet and resubmit the changes via email.

Step 5

When you've made your changes, you'll email the spreadsheet to resubmit products for validation. Products without validation errors will be delivered to the retailer. When the retailer accepts updates to your products, the new product details will appear in your catalog.