





How to Quickly Populate an Attribute/Asset in Bulk Edit (Copy Down Feature)

Preface: The document below outlines the most efficient method to populate a digital asset for multiple products. It's important to understand that this method can be used to quickly populate ANY attribute for multiple products within the Edgenet Supplier Portal.

Step 1: Identify products

- After logging in to the Supplier Portal, click on the “**Products**” tab.
- Using the grey Quickfilter bar near the top of the page, click on “**Search**”
 - Copy/Paste list of unique identifiers for your products within the search bar
 - Searching by pasting a complete list of GTINS will yield the best results, Lowe’s specific identifiers (Lowe’s item number) are not searchable.
- Once the desired product list is returned, ensure that “**All**” products are selected (screenshot below)
- Click the edit button in the left-hand navigation bar to launch the “Bulk Item Edit” screen

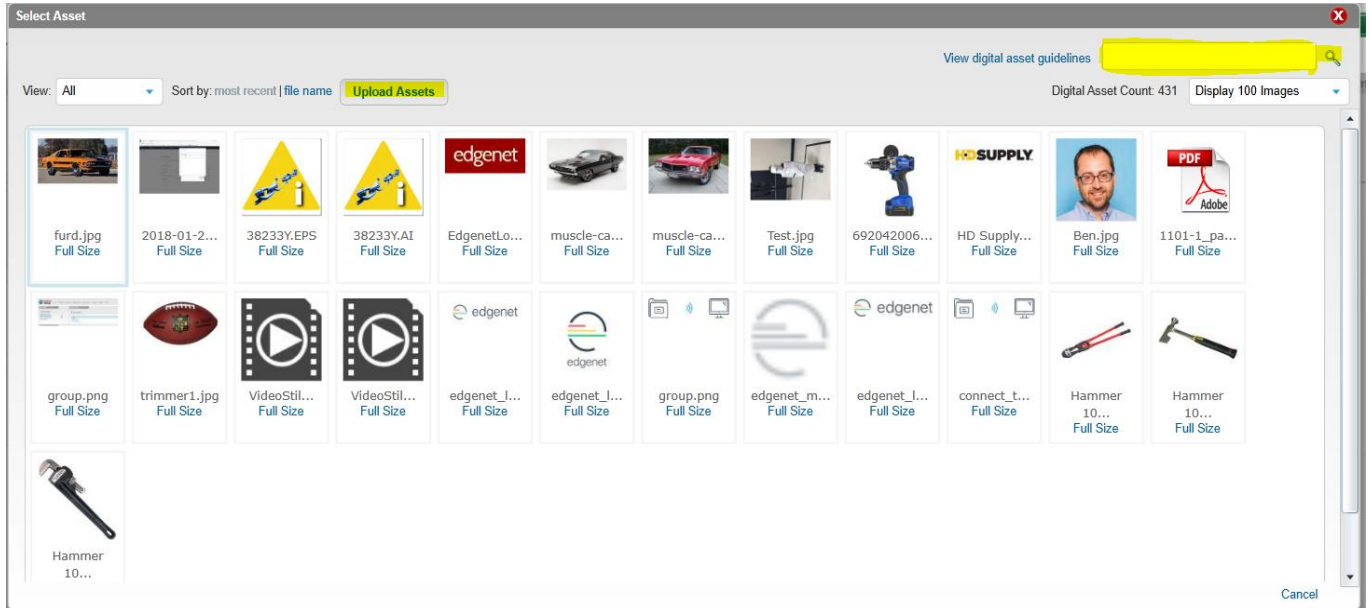
The screenshot shows the Supplier Portal interface. At the top, there is a navigation bar with the PCc Supplier Portal logo and links for Home, Products, Requests, Digital Assets, Feeds History, Connect, GDSN, and Help. Below this is a Quick Filter bar with a dropdown menu and a Search field containing '00012611469985,...'. The Recipients section shows 'Lowe's' with '6 Products' and '1 Selected'. The table below has columns for Identifier, MFG Part #, Main Product Image, and Product Name. The products listed are:

Identifier	MFG Part #	Main Product Image	Product Name
00012611469985	1660113.224PLT		FloWise Traditional 3-Function Showerhead in Oil Rubbed Bronze
00587459632209	L10		L10 Cordless Drill
00782274518602	LBD6600		Conduit Outlet Body
00785007527612	5276-BKEDIT2		Medium-Duty Dead Front Plug

Step 2: Locate the asset that needs populating and select your image/file

- All digital asset slots for Lowes can be found by navigating to the “**Additional Attribute Sets**” tab from the “bulk item edit” screen and selecting “**Lowe’s Core Marketing**” from the dropdown.
- Scroll to the right to locate the proper digital asset column that needs populating and click the **green + sign for the first item in the list.**
- The Digital Asset selection screen will launch and all files that have previously been uploaded will be visible. (Screenshot below)
 - If the image/file already exists within the Edgenet portal, search for it and select it

- If the image has yet to be uploaded to Edgenet, click the “Upload Assets” button and locate the file on your device.
 - Edgenet size minimums are 1000x1000 pixels
 - After selecting the file, it will automatically attach to the first product within that digital asset column.



- You will now see a thumbnail view of the image you selected for your first product in the list.
- To populate the additional products in the list with that same image, scroll to the bottom of the list.
 - Once at the bottom of the list, **hold down the SHIFT key**
 - **While holding shift**, click within the same digital asset slot for the last item in the list. (Be sure not to click directly on the green + sign)

Core Marketing Data	Low's Taxonomy	Edgenet Master Taxonomy	Additional Data	Digital Assets	Recipient Data	Additional Attribute Sets	Low
GTIN	Product Name	Main Product Image	Image	Energy Guide	Br		
00012611469985	FloWise Traditional 3-Function Showerhead in Oil Rubbed Bron						
00587459632209	L10 Cordless Drill Supplier product name cannot contain the... Fix						
00782274518602	Conduit Outlet Body						
00785007527612	Medium-Duty Dead Front Plug						
00033607222551	Hose Truck - 4 Wheeled Easy Turn						
00045242317714	Hammer						

- After the click, you will notice the items will become slightly highlighted.
- **Release the shift key** and select the “copy down” button on the left hand navigation bar. (Screenshot below)
- The digital asset will now populate for all items in the list!

	Core Marketing Data	Lowes's Taxonomy	Edgenet Master Taxonomy	Additional Data	Digital Assets	Recipient Data	Additional Attribute Sets
	GTIN	Product Name	Main Product Image	Image	Energy Guide		
	00012611469985	FloWise Traditional 3-Function Showerhead in Oil Rubbed Bron					
	00587459632209	L10 Cordless Drill Supplier product name cannot contain the... Fix					
	00785007527612	Medium-Duty Dead Front Plug					
	00045242317714	Hammer					
	00033069312821	Super 600 Corrugated Panel					