

# Assigning images and pdfs using the association file

This guide will take you through the steps to prepare your image/pdf association files, which will sync your images and pdfs to your items. It also determines the order that they appear in. You will do this by creating a simple CSV file that lists the Supplier Item IDs alongside the associated file name. Attaching visuals to your items enhances the look of your content and give the buyer a better shopping experience.

## What you will need before you start

**Images** – Ensure all your images are loaded into the media library of Product Manager. This is described in the ‘How to add images and pdfs to your content’ guide.

**Supported file formats** –jpg, png

**PDFs** – Ensure all your pdf files are loaded into the media library of Product Manager. This is described in the ‘How to add images and pdfs to your content’ guide.

**File names** – A list of all your image and pdf names and the extension i.e. Logo.jpg or List.pdf  
N.B. Each file must have a unique name.

**Content Loader** – A list of the Supplier Item IDs. This denotes the items your images and pdfs will be associated with.

## Step 1

The association file to be uploaded should be created using Excel and saved ready for upload as a CSV (comma delimited) file. Shown below is how to populate the file.

TIP: You can associate up to ten images per item.

	A	B	C
	Supplier Item ID	Index	File Name
2	Footy1		4 Logo.jpg
3	Footy1		2 Shirt2.jpg
4	Footy1		3 Shirt3.jpg
5	Footy2		3 Logo.jpg
6	Footy2		2 Shorts2.jpg
7	Footy3		2 Logo.jpg
8	Footy4		2 Logo.jpg

In the first column (Supplier Item ID) enter the Supplier Item ID of the item you wish to assign the image to.  
TIP: If you want to associate the same image to all your items (your company logo on all items) then simply list all your Supplier Item IDs and put the same image file against each.

In the second column (index) enter a number between 1 and 10 this determines the order the image will be displayed.

In the third column (Filename) enter the name of your image file.  
TIP: Each image file must be uniquely named.

Please note: If the association file is uploaded with the same name as one already in the system then it will replace that one.

## Step 2

The next step is to load this file into Product Manager. To do this simply navigate to the media upload page within Product Manager and select the upload media links button (highlighted below).



### Media

You will then be taken to the content upload page. The media links section at the bottom of the page lets you browse your saved CSV file and select the upload button. You will be presented with the status bar once the upload begins.

### Media Links

Instructions ▶

Status


Upload Succeeded- 1 items processed 14-Jul-16 10:50  
TC-BMU-06.csv

## Step 3

To confirm your images have been successfully associated, go to the items tab and select one of your items that you associated (multiple) images to.

Below is how your image will appear within the item detail page.

**Item Details** ★ My Lists ↔ 0 Compare 🛒 14 E247.29 Basket



### Yoga mat

Supplier: Procserve  
Item ID: YOGM123

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Price: £99.00      Quantity:  Add

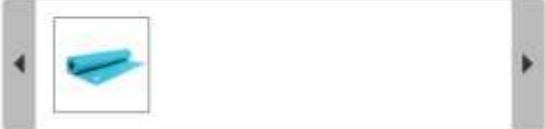
Unit of Measure: Each

Price Breaks: None ★ ↔

Delivery: Apparel charge

#### Description

Thin and lightweight yoga mat, anti-microbial finish



Please Note: You will not be able to select the thumbnails to view a larger image, this file is solely to associate a number of images to an item. However, this feature will be coming soon.

**For any queries, please contact the Basware  
Customer Service Portal**

**<https://basware.service-now.com/bw>**

**Or call 0845 603 2885**

**About Basware:**

Basware is the global leader in providing purchase-to-pay and e-invoicing solutions in the world of commerce. We empower companies to unlock value across their financial operations by simplifying and streamlining key financial processes. Our Basware Commerce Network, the largest open business network in the world, connects 1 million companies across 100 countries and enables easy collaboration between buyers and suppliers of all sizes. Through this network, leading companies around the world achieve new levels of spend control, efficiency and closer relations with their suppliers. With Basware, businesses can introduce completely new ways of buying and selling to achieve significant cost savings and boost their cash flow.

Find out how Basware helps money move more easily and lets commerce flow at [www.basware.com](http://www.basware.com).

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