Preliminary Image Upload – AKA Vendor Imagery Upload

- **Step 1**— Log into zapporo.zappos.com. (username = your email address)

  Use the following link to reset your password if needed; https://zuul.zappos.com/reset/requestToken

  Password <u>must</u> meet the requirements below:

  The password must not contain all or part of the username

  The password must be at least twelve characters long

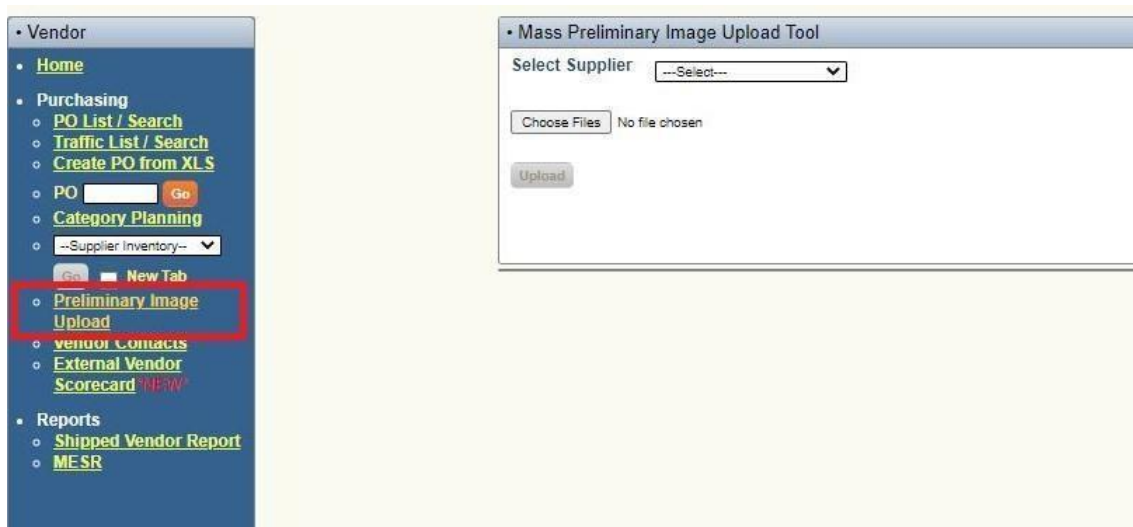 The password must also contain characters from all of the categories:

  Latin uppercase letters (A through Z)
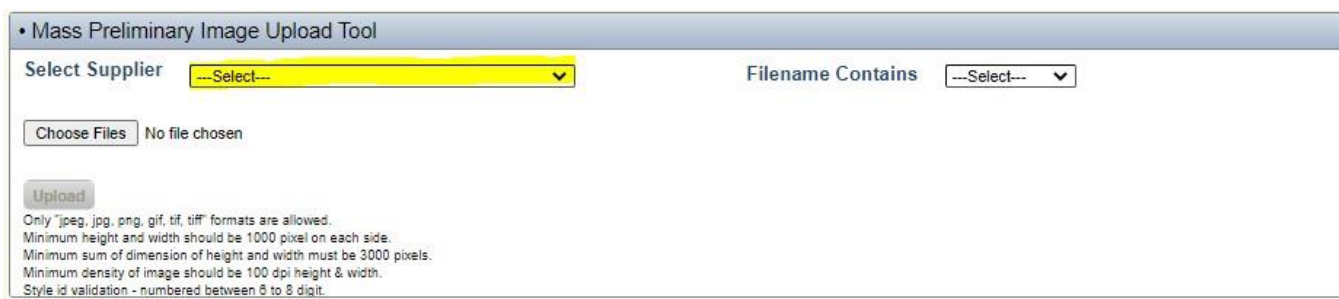
  Latin lowercase letters (A through Z)

  Base 10 digits (0 through 9)

  Non-alphanumeric characters such as: , ($), (#) or (%)

- **Step 2** - Navigate to Preliminary Image Upload.

- **Step 3** - Select a supplier from the dropdown. Note: you will only be able to select suppliers you have access to.

- **Step 4** — Select the type of information the image name will contain; Style ID, Style Number, or UPC. Style ID will be the easiest to use as this is a Zappos only product/color identifier.

- Note: Please use either Style ID, Style Number, or UPC to label the image file in order for the logic to link back to the correct product/color that is in our system.

- If selecting Style Number keep in mind our system is case and character sensitive and must match what is in our system.

- **Step 5** — Select "Choose Files" to select the image files.

- **Step 6** — Choose files and select "open" (up to 65 files can be selected at once).

NOTE: Please ensure that the images meet our style guide requirements prior to checking this box. If they do not, they will be rejected, you will receive an email of the rejection, and the time to site will be delayed.

Image Requirements

- Dimensions: Total 3000px (1200x1800)
- Image Size: Width and Height should add up to 3,000 pixels or more while maintaining the 2:3 (apparel, accessories) or 3:2 (footwear) aspect ratio
- File Format - JPEG (JPG)
- Resolution - 300 PPI
- Color space: RGB
- **White background is preferred**

A successful upload will show the following. From there the images go through no for further approval.

Image Name	Style Id	Product Name	Color	Style Number	Progress	Status
908447 11869-100.jpg	4908447	Las Vegas Lights F.C. Logo Tee	Grey	LOGOWHT19	100% Completed	Preliminary ID: 85020

If they do not meet the tech specs listed above you will receive an error in the status column.

- **Step 7** — Select "Upload" to upload files.

- Repeat the above steps for all styles.

If you have questions regarding this process or the steps above, please email zappos-vendorimagery@amazon.com with the subject "*Zapporo Vendor Image Inquiry* [Insert brand name]".