



Imagery Process Instructions



FASHION – Store/Shared, Owned, and DSV

August - 2018

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Agenda

- Store Assortment Online
- Workhorse
 - Sample instructions
 - Image specifications
- Resource Links

Store Assortment Online

Any item sold in a Walmart store should be visible on Walmart.com

- Enables omni-channel shopping experience
- Necessary for site and mobile apps and features:
 - Store Maps
 - Endless Aisle
 - Pickup Today
 - Ship 2 Home
- High quality images and content
 - Supplier Center
 - Content Service Provider (CSP)
 - Workhorse (Apparel only)

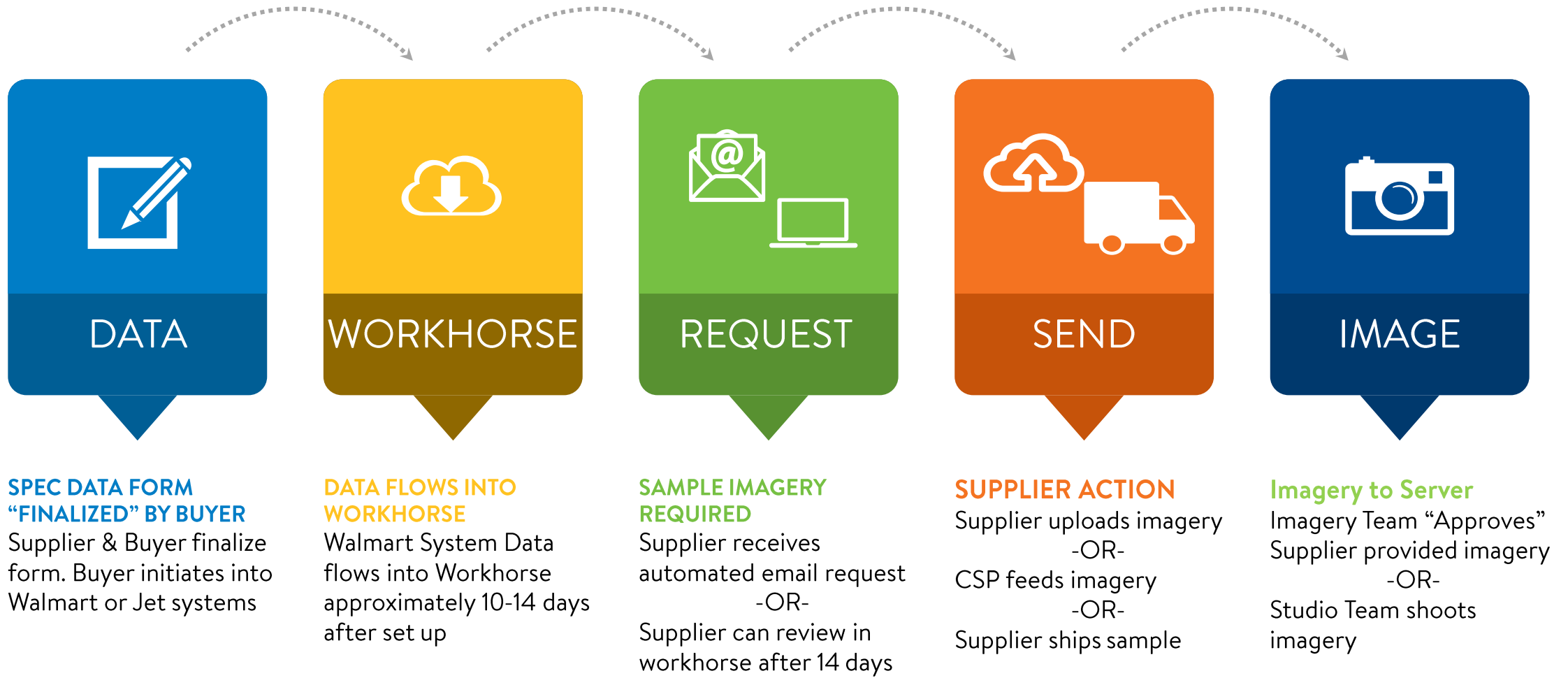




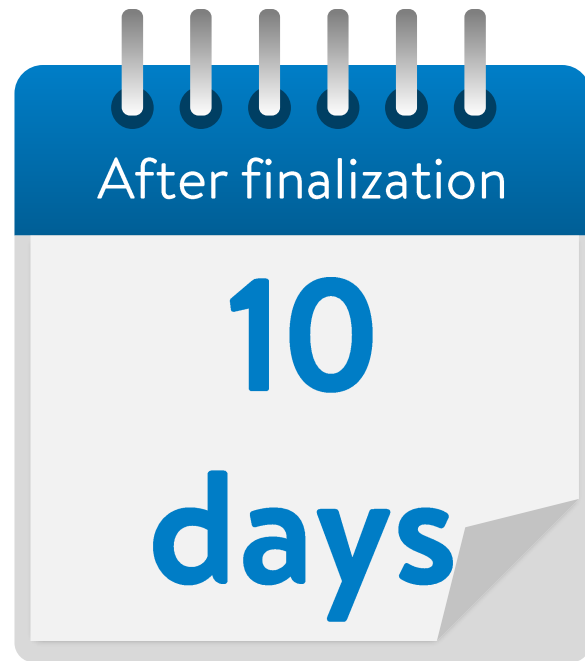
WORKFLOW



Workflow | Steps

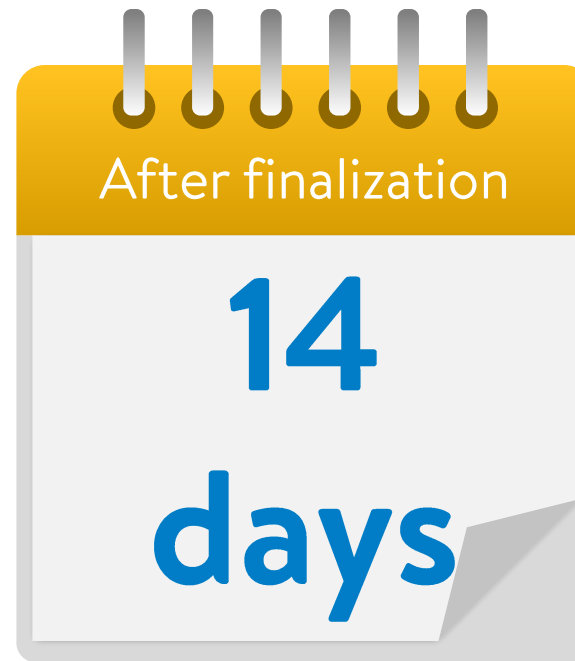


Action Timeline | Calendar



AUTOMATED EMAIL REQUEST

Email delivers on Mondays or
Supplier can review in
Workhorse 10 Days after Data
Form is Finalized with Buyer



SUPPLIER UPDATES STATUS

Supplier takes action on ALL
items on the Sample/Imagery
Needed page in Workhorse



SUPPLIER SENDS

Supplier sends sample and
inputs tracking 60 DAYS prior
to start date or Supplier
uploads imagery 30 DAYS prior
to start date

Introduction | Automated Email

From: AppriST@walmart.com [<mailto:AppriST@walmart.com>]
Sent: Monday, July 09, 2018 6:19 PM
To:
Subject: [PAST DUE] Walmart.com Request for Apparel Product Samples

Dear

YOUR ITEMS ARE PAST DUE! Ensure samples or imagery are submitted ASAP as we cannot guarantee items will be completed prior to start date. Any inventory received prior to imagery being completed could incur potential chargebacks.

Walmart.com uses a system called Workhorse to track sample delivery and imagery. You can [log in to Workhorse](#) to provide status updates, create packing lists, and create hang tags.

The list below shows the count of pending products per status. Please click on the counts to review the information in Workhorse and input status updates for all of your products. **NOTE: If your items are not visible, check your contact account settings and select all of your categories in the "reporting hierarchy" field.**

<https://walmart.workhorsegroup.us>


Sample Status	Sample Count
Approaching	0
Reminder - Samples Needed	0
Warning - Samples Needed	0
Danger - Samples Coming Due	0
PAST DUE - Samples Past Due	21
Tracking Number Error	0


You can also provide imagery in lieu of sending samples. Please see instructions for samples and supplier-provided imagery below.


New Instructions for imagery providers:
All IMAGERY will should be named after the GTIN (14-digit= WUPC + Check Digit), rather than WUPC (13-digit) effective 08/21/2017.
[Workhorse Sample & Imagery Instructions 2017](#)
[Sample Size & Shipment Requirements 2017](#)
[Imagery Guide for On Model and Flat Images 2017](#)

If you have any questions regarding samples being provided or the Workhorse interface, please respond to this email.

Thank You,
Apparel Item Set Up Team

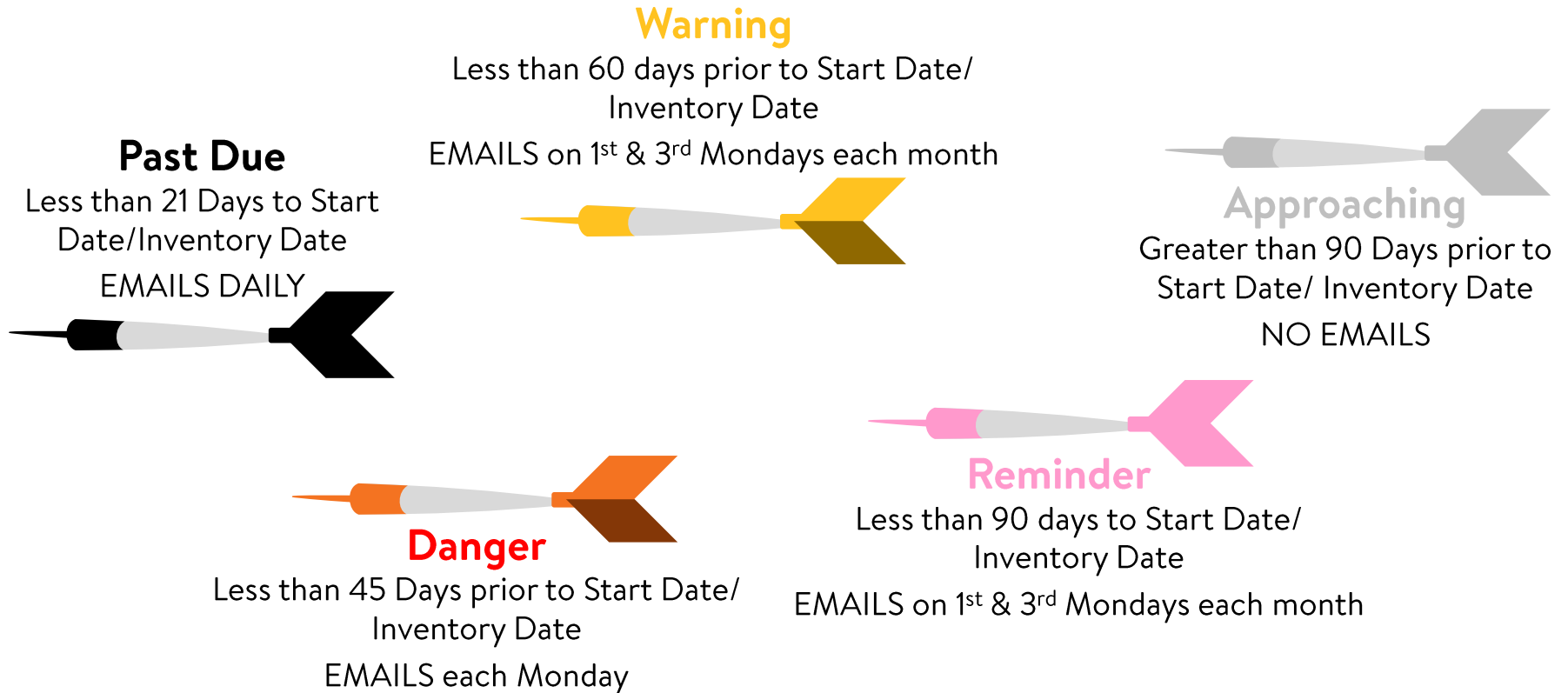
 **Subject**
Email from our Alias will state how urgent items are in the subject line

 **Body**
Email will state how urgent items are and provide link to Workhorse site

 **Urgency**
Chart ranks all items chronologically by how many days we have before Start Date/ Inventory Date

 **Instructions & Support**
Links to our latest standards for imagery Ratio or for Sample Sizes

Sell on Time | Target





STATUS UPDATES



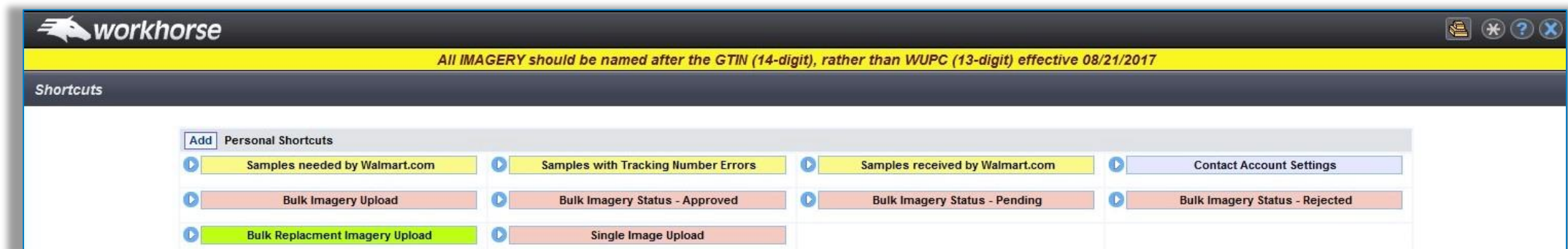
Status Updates | Home page

Go to <https://walmart.workhorsegroup.us/source/Login.cfm>

- Workhorse log on and home page
- Yellow buttons for Sample or Imagery Updates
- Pink and Green buttons for Imagery Uploading



The image shows a login form for Workhorse. At the top is the Workhorse logo, which consists of a stylized horse head icon and the word "workhorse" in a sans-serif font. Below the logo is a "Welcome" header. The form contains two input fields: "Name" with the placeholder text "youremailaddress" and "Password" with a masked field of ten dots. A "Login" button is positioned below the password field.

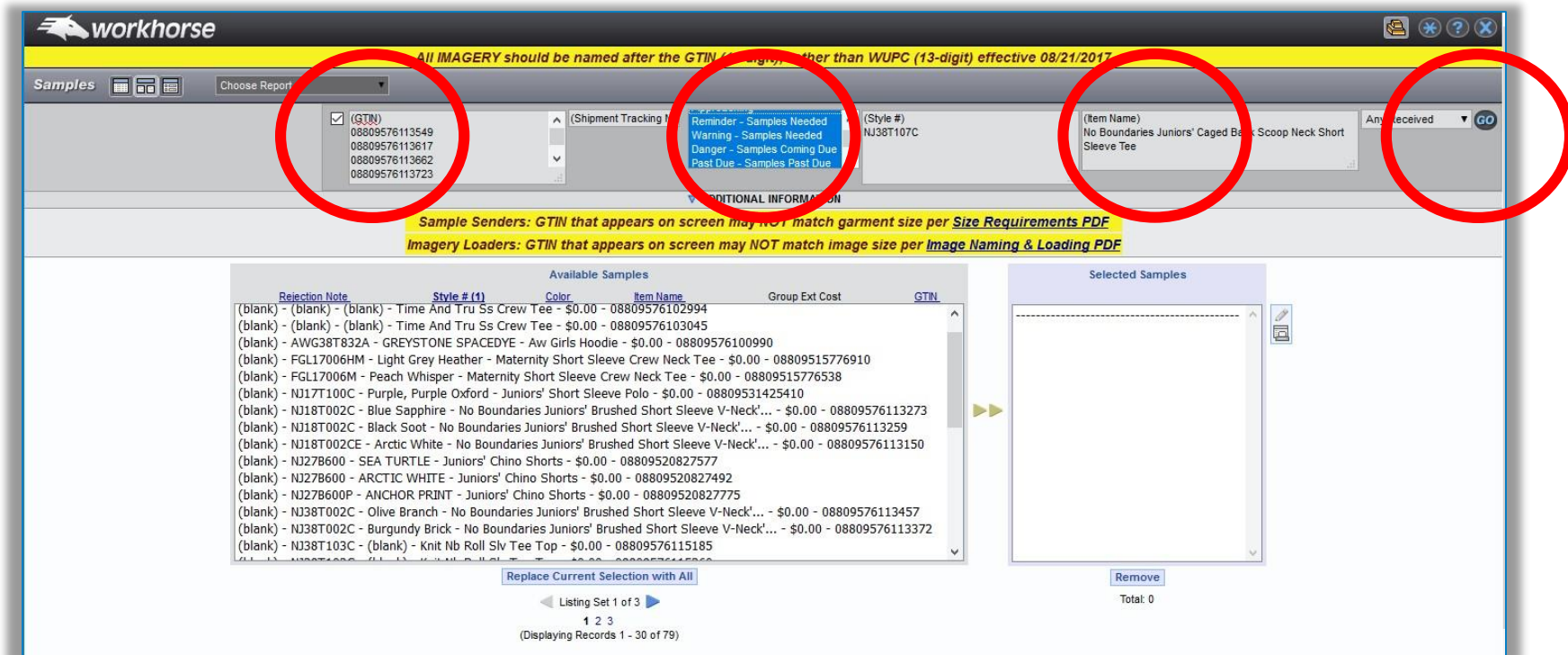


The image shows the Workhorse home page dashboard. At the top left is the Workhorse logo. A yellow banner across the top contains the text: "All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017". Below the banner is a "Shortcuts" section. On the left, there is an "Add Personal Shortcuts" button. The main area contains a grid of shortcut buttons, each with a right-pointing arrow icon. The buttons are: "Samples needed by Walmart.com" (yellow), "Samples with Tracking Number Errors" (yellow), "Samples received by Walmart.com" (yellow), "Contact Account Settings" (light blue), "Bulk Imagery Upload" (pink), "Bulk Imagery Status - Approved" (pink), "Bulk Imagery Status - Pending" (pink), "Bulk Imagery Status - Rejected" (pink), "Bulk Replacment Imagery Upload" (green), and "Single Image Upload" (pink).

Status Updates | Samples Needed Page

Navigating Workhorse

- Multiple Select/Side by Side View is the simplest and easiest way to keep us informed
- Filters allow view specified items at one time
- Enter 14 digit GTIN, Style #, Item Name, or select Sample Status and click GO to filter



Status Updates | Samples Needed Page

Navigating Workhorse

- On the Samples Needed page
- Select items on the left and move to right hand box
- Input updates by clicking yellow pencil icon on the right

The screenshot displays the Workhorse interface for managing samples. At the top, a yellow banner reads: "All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017". Below this, there are navigation options like "Samples" and "Choose Report". A status bar shows "Reminder - Samples Needed", "Warning - Samples Needed", "Danger - Samples Coming Due", and "Past Due - Samples Past Due".

Two main panels are visible: "Available Samples" on the left and "Selected Samples" on the right. The "Available Samples" panel contains a table with columns: Rejection Note, Style #, Color, Item Name (I), Group Ext Cost, and GTIN. The "Selected Samples" panel shows a list of items that have been moved from the available list. A red circle highlights a yellow pencil icon in the "Selected Samples" panel, which is used for editing item details. A red callout box on the right side of the image shows a larger view of this pencil icon and a laptop icon below it.

Additional information at the bottom of the screen includes: "Sample Senders: GTIN that appears on screen may NOT match garment size per Size Requirements PDF" and "Imagery Loaders: GTIN that appears on screen may NOT match image size per Image Naming & Loading PDF".

Expected Date | Edit Samples Page

Inform us when we can *expect* your sample or imagery to be received.

- Allows Walmart to forecast when imagery will be ready to publish on site
- Expected Date:
 - Required for all items, regardless of status
 - Reflects when the sample or image is **expected** to be received by Walmart
 - Can be revised as the expected delivery date becomes more sure

Edit Sample Information from Multiple Select

We strongly encourage tracking information to be provided

Shipment Tracking Number

Shipment Tracking Method

* Expected Date

Vendor Note
CANCELLED



Be sure to click the Update Samples button at the bottom of the page to save your work.

Vendor Note | Edit Samples Page

Inform us of any exceptions to the workflow by filling in the Vendor Note field.

- For best results, format note with information such as the examples below:
 1. “CANCELLED”– if the item will never be shipped
 2. “Inventory will ship m/d/year”
 3. “Uploaded image on m/d/year”
 4. “Sent inside sample shipment 1Z12345678W5”

Edit Sample Information from Multiple Select

We strongly encourage tracking information to be provided

Shipment Tracking Number ---

Shipment Tracking Method No Change

*** Expected Date** 12/18/2018 1

Vendor Note Inventory will ship 1/12/19
CANCELLED

Update Samples **Return**



Be sure to click the Update Samples button at the bottom of the page to save your work.

Status Updates | Samples Needed Page

Navigating Workhorse

- On the Samples Needed page:
 - Edit by clicking the 3rd icon from the left of the charcoal grey ribbon
 - Input Expected Date, Tracking Number, Shipper, and Vendor Notes for **each** item/color
- Click the Update button at the bottom of the page or top left of the table to save your work

workhorse

All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017

Samples Choose Report

(GTIN) 00192164365788 (Shipment Tracking Nu) Reminder - Samples Needed (Style #) (Item Name) Any received GO

00192164365887
00192164334494
00192164334548

Warning - Samples Needed
Danger - Samples Coming Due
Past Due - Samples Past Due

ADDITIONAL INFORMATION

Sample Senders: GTIN that appears on screen may NOT match garment size per [Size Requirements PDF](#)
Imagery Loaders: GTIN that appears on screen may NOT match image size per [Image Naming & Loading PDF](#)

Update To Update, press the Enter key or click the Update button

Style #	Item Name	Color	Store Dept	Start Date	Shipment Tracking Number	Shipment Tracking Method	Status	Vendor Sample Status (1)	Expected Date	Vendor Note	Rejection Note	GTIN
70118CS	Eye Candy Juniors' Drop Shoulder Hooded Sweatshirt Dress with Kangaroo Pocket	Dry Plum	LADIES WEAR	09/14/2018		[Choose]	Not Tagged	Danger - Samples Coming Due *	08/30/2018 [1]		(blank)	00192164365887
70118AS	Eye Candy Juniors' Drop Shoulder Hooded Sweatshirt Dress with Kangaroo Pocket	Charcoal Heather	LADIES WEAR	09/14/2018		[Choose]	Not Tagged	Danger - Samples Coming Due *	08/30/2018 [1]	CANCELLED	(blank)	00192164365788
EB5968ML	Women's Core Active Cold Weather Tech Fleece Legging with Media Pocket	Plum	LADIES WEAR	10/04/2018		[Choose]	Not Tagged	Warning - Samples Needed *	08/31/2018 [1]	Inventory will ship 10/25/2018.	(blank)	00192164314618
EB5968AS	Women's Core Active Cold Weather Tech Fleece Legging with Media Pocket	Black	LADIES WEAR	10/04/2018	4795456680	DHL	Not Tagged	Warning - Samples Needed *	08/31/2018 [1]		(blank)	00192164314472
EB5968LZ	Women's Core Active Cold Weather Tech Fleece Legging with Media Pocket	Teal	LADIES WEAR	10/04/2018		[Choose]	Not Tagged	Warning - Samples Needed *	08/31/2018 [1]		(blank)	00192164314694

Update



SHIP SAMPLES



Samples | Samples Needed Page

Navigating Workhorse

- Click Samples Needed button
- Select items on the left and move to right hand box

The screenshot displays the Workhorse interface for managing samples. At the top, a yellow banner reads: "All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017". Below this, there are search and filter options including "Samples", "Choose Report", and a "GO" button. A dropdown menu shows "Reminder - Samples Needed", "Warning - Samples Needed", "Danger - Samples Coming Due", and "Past Due - Samples Past Due".

Under "ADDITIONAL INFORMATION", two yellow boxes provide instructions: "Sample Senders: GTIN that appears on screen may NOT match garment size per [Size Requirements PDF](#)" and "Imagery Loaders: GTIN that appears on screen may NOT match image size per [Image Naming & Loading PDF](#)".

The main area is divided into two panes: "Available Samples" and "Selected Samples".

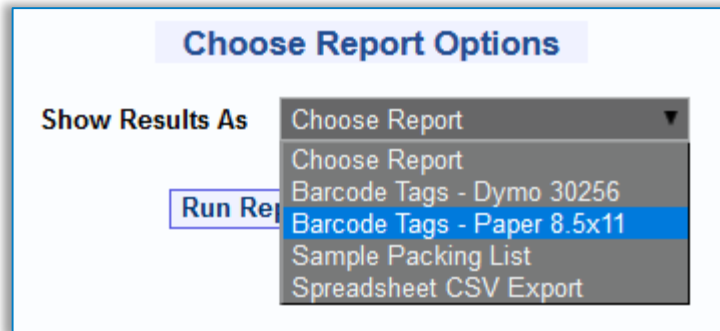
Rejection Note	Style #	Color	Item Name (1)	Group Ext Cost	GTIN
(blank)	AWG38T832A	GREYSTONE SPACEDYE	Aw Girls Hoodie	-\$0.00	08809576100990
(blank)	NJ48T002C	Blue Cove	Juniors' Brushed Short Sleeve V-Neck T-Shirt	-\$0.00	08809616052401
(blank)	NJ48T006CBC	(blank)	Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack	-\$0.00	08809616055686
(blank)	NJ48T006CBB	(blank)	Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack	-\$0.00	08809616055471
(blank)	NJ48T006CBA	(blank)	Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack	-\$0.00	08809616055549
(blank)	NJ48T006CAA	(blank)	Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack	-\$0.00	08809616055402
(blank)	NJ48T006CAC	(blank)	Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack	-\$0.00	08809616055617
(blank)	NJ27B600P	ANCHOR PRINT	Juniors' Chino Shorts	-\$0.00	08809520827775
(blank)	NJ27B600	SEA TURTLE	Juniors' Chino Shorts	-\$0.00	08809520827577
(blank)	NJ27B600	ARCTIC WHITE	Juniors' Chino Shorts	-\$0.00	08809520827492
(blank)	NJ17T100C	Purple, Purple Oxford	Juniors' Short Sleeve Polo	-\$0.00	08809531425410
(blank)	NJ38T103C	(blank)	Knit Nb Roll Sly Tee Top	-\$0.00	08809576115185
(blank)	NJ38T103C	(blank)	Knit Nb Roll Sly Tee Top	-\$0.00	08809576115260
(blank)	NJ38T103C	(blank)	Knit Nb Roll Sly Tee Top	-\$0.00	08809576115383

















The "Selected Samples" pane shows a list of items with a "Remove" button and a "Total: 5" indicator. A red circle highlights a pencil icon in the top right of the "Selected Samples" pane, which is linked to a larger red-bordered box on the right containing a pencil and a laptop icon.

Samples | Print

Generate and print barcode tags in Workhorse

- Select Barcode Tags – Paper 8.5x11 from the drop down to create a PDF of 8 tags per 8.5x11 sheet of paper



<p>Walmart  50 Summer FY18</p> <p>Style#: FGL17006HM Item Name: Maternity Short Sleeve Crew Neck Tee</p> <p>Color: Light Grey Heather MA Name: Sample Return Instructions: Tool ID: 55177021 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 55176896 08809515776910</p> <p>Start Date: 01/15/2017 Priority: 0</p>	<p>Walmart  21</p> <p>Style#: NJ48T006CBC Item Name: Juniors' Brushed V-Neck Long Sleeve T-Shirt 2-Pack</p> <p>Color: MA Name: Sample Return Instructions: Tool ID: 545192509 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 545192509 08809616055686</p> <p>Start Date: 06/26/2018 Priority: 0</p>
<p>Walmart  50 Summer FY18</p> <p>Style#: FGL17006M Item Name: Maternity Short Sleeve Crew Neck Tee</p> <p>Color: Peach Whisper MA Name: Sample Return Instructions: Tool ID: 55176935 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 55176896 08809515776538</p> <p>Start Date: 01/15/2017 Priority: 0</p>	<p>Walmart  35</p> <p>Style#: TTL38090 Item Name: Women's Long Sleeve Scoopneck T-Shirt</p> <p>Color: MA Name: Sample Return Instructions: Tool ID: 871461551 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 871461551 08809576112771</p> <p>Start Date: 09/30/2018 Priority: 0</p>
<p>Walmart  20</p> <p>Style#: NJ18T002C Item Name: No Boundaries Juniors' Brushed Short Sleeve V-Neck T-Shirt</p> <p>Color: Blue Sapphire MA Name: Danielle Driscoll Sample Return Instructions: Tool ID: 945329301 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 613595479 08809576113273</p> <p>Start Date: 06/17/2018 Priority: 6584</p>	<p>Walmart  35</p> <p>Style#: TTL38090 Item Name: Women's Long Sleeve Scoopneck T-Shirt</p> <p>Color: MA Name: Sample Return Instructions: Tool ID: 132262289 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 132262289 08809576112801</p> <p>Start Date: 09/30/2018 Priority: 0</p>
<p>Walmart  20</p> <p>Style#: NJ18T002CE Item Name: No Boundaries Juniors' Brushed Short Sleeve V-Neck T-Shirt</p> <p>Color: Arctic White MA Name: Danielle Driscoll Sample Return Instructions: Tool ID: 454811095 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 613595479 08809576113150</p> <p>Start Date: 06/17/2018 Priority: 6584</p>	<p>Walmart  35</p> <p>Style#: TTL48090 Item Name: Women's Long Sleeve Scoopneck T-Shirt</p> <p>Color: MA Name: Sample Return Instructions: Tool ID: 587144331 Group Ext Cost: \$0.00</p> <p><input type="checkbox"/> AV(s) <input type="checkbox"/> Instr  <input type="checkbox"/> POV Only Base ID: 587144331 08809616052937</p> <p>Start Date: 09/30/2018 Priority: 0</p>



The image studio will not accept handwritten or store tags.

Samples | Print Barcode Tags

Cut barcode tags and fasten to:

- **Tops and Bottoms:** left armpit or left waistband-as if you were wearing the garment
- **Shoes:** right shoe
- **Hats:** fasten so tag can be tucked under
- **Packaged socks and underwear:** fasten to an actual garment inside the package

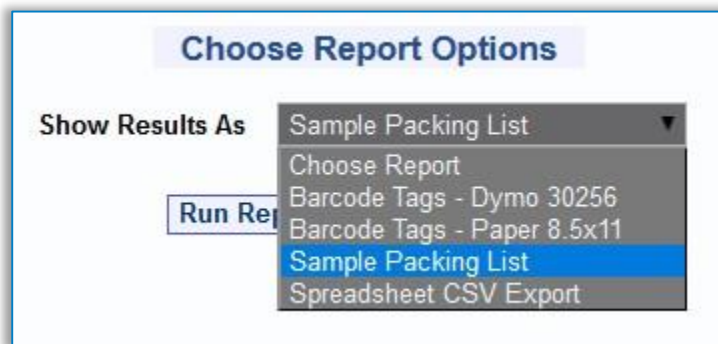


To protect the appearance of packaged garments, use a rubber band or clip to attach the barcode tag (no tape or pins).

Samples | Print Packing List

After you print barcode tags, return to the **Choose Report Options** drop down menu

- Select and print the Sample Packing List and place inside sample shipping box



UPC	Item Name	Style Name	Category	Color	Vendor Sample Status
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PBla103 X	WOMENSWEAR/MA TERNITY	Black Soot	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PCla112 X	WOMENSWEAR/MA TERNITY	Classic Red	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PDar92X	WOMENSWEAR/MA TERNITY	Blue Sapphire	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PFuc134 X	WOMENSWEAR/MA TERNITY	Fuchsia Burst	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PGre92X	WOMENSWEAR/MA TERNITY	Greystone	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Jacket and Pant	14245PPlu93X	WOMENSWEAR/MA TERNITY	Plus Plum	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PBla101 X	WOMENSWEAR/MA TERNITY	Black Soot	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PCla114 X	WOMENSWEAR/MA TERNITY	Classic Red	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PDar94X	WOMENSWEAR/MA TERNITY	Blue Sapphire	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PFuc133 X	WOMENSWEAR/MA TERNITY	Fuchsia Burst	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PGre93X	WOMENSWEAR/MA TERNITY	Greystone	Warning - Samples Needed
	Athletic Works Women's Plus Size Velour Pant with Pockets	14248PPlu92X	WOMENSWEAR/MA TERNITY	Plus Plum	Warning - Samples Needed
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253101998	MENS WEAR	Black	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102001	MENS WEAR	Black	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102018	MENS WEAR	Black	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102025	MENS WEAR	CHARCOAL	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102032	MENS WEAR	CHARCOAL	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102049	MENS WEAR	CHARCOAL	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102056	MENS WEAR	DUCK BROWN	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102063	MENS WEAR	DUCK BROWN	Danger - Samples Coming Due
	Big Men's Fleece Pullover with Flannel Lined Hoodie	761253102087	MENS WEAR	DARK DENIM	Danger - Samples Coming Due

Page 1 of 1 Total Items: 21

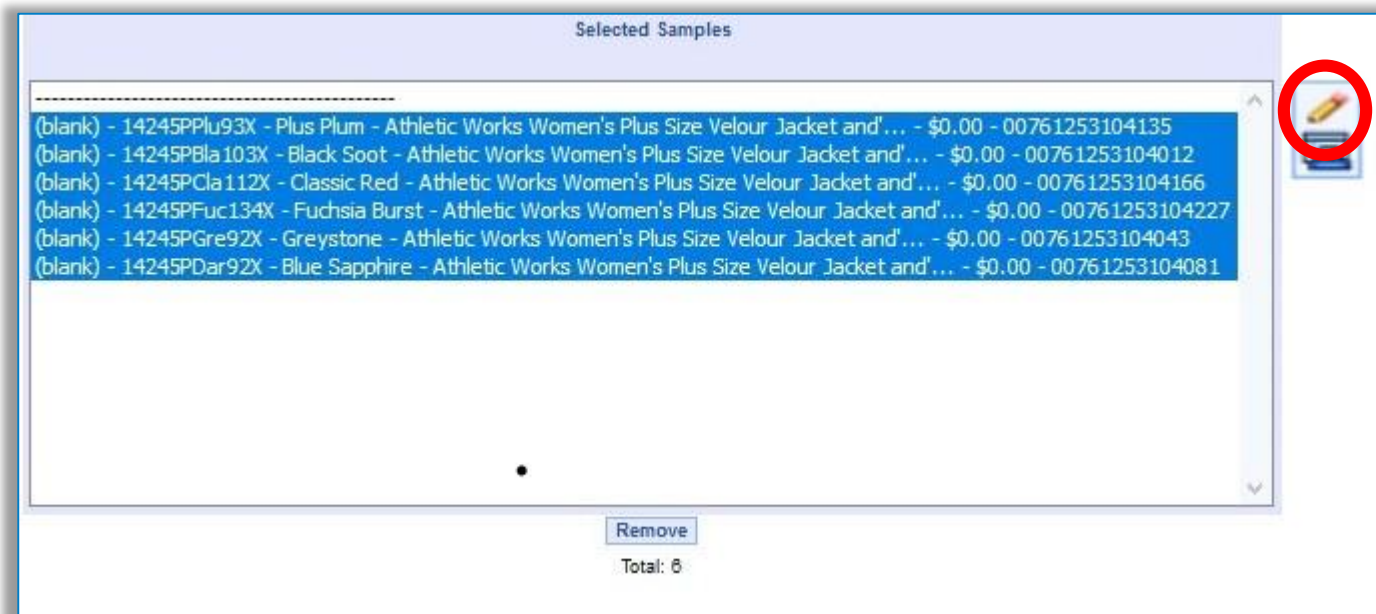


For your own records, save a PDF or print copy of packing list and record the tracking number on packing list.

Samples | Enter Tracking

Enter shipment tracking information

- While sample are still selected, click return
- Click the yellow pencil icon to enter Tracking Details



Samples | Enter Tracking

- Input only digits or letters into Sample Tracking Number field
- DO NOT include any hyphens or blank spaces in (or following) the tracking number
- Select the shipping company from the Shipment Tracking Method drop down list
- Remember to save by clicking the Update button at the bottom of the page

GOOD

Edit Sample Information from Multiple Select

We strongly encourage tracking information to be provided

Shipment Tracking Number

Shipment Tracking Method

* Expected Date 1

Vendor Note

BAD

Edit Sample Information from Multiple Select

We strongly encourage tracking information to be provided

Shipment Tracking Number

Shipment Tracking Method

* Expected Date 1

Vendor Note



Correctly formatted tracking enables Workhorse to ping the carrier to confirm the package was picked up, in transit, or received.

Samples | Sample Sizes

- Sample sizing is directed by our Photo Studio to ensure a consistent look
- Samples must meet the exact size requirements
- Samples sizes for Adult Clothing are specified to fit our live models and look their best
- The size requirements document:
 - <https://walmart.workhorsegroup.us/Local/Walmart/PDF/SampleSIZEsp2018.pdf>
 - Retail Link > Docs > Item Setup and Management

WALMART.COM – JET.COM APPAREL SAMPLE SIZE REQUIREMENTS 2018

Samples or Imagery are required in order to complete item set up and have your items be published to our web site. Item Sample Dept. will not be responsible for samples shipped addressed to incorrect person's attn. Samples for Item Imagery on our web site should be addressed exactly as follows:

Walmart.com Photo Studio
Attn: Item Sample Dept
850 Dubuque Ave.
South San Francisco, CA 94080

Sample Requirements:

- z-packs and Multi-packs Samples must be sent as entire packaged set. Identical to what the customer will receive.
- Samples must be sent in every color ordered in sizes specified in the following chart. We will not accept substitutions.

We will reject any sample that is not to the size standards listed below:

	Category per Item Name	Walmart.com Sample Size - 2018
Adult size to fit LIVE MODEL	Men's Tops	Medium, 32-33 Sleeves, 15 1/2-16 Neck (2X for Bigs)
	Men's Bottoms	32x32 (44x32 for Bigs)
	Women's	4, 4/6, or Small
	Juniors	7 or Medium
	Juniors Plus	1X or 16 W
	Women's Plus	1X or 16W
	Maternity Tops	6 or Small
	Maternity Bottoms	6 or Small
	Womens Sleepwear & Intimates	Small 4, 4/6, Small , or 34 B on figure.
	Juniors Sleepwear & Intimates	Medium 7, or 34 B on figure.
Plus Sleepwear Intimates Full Figure	1X, or 46D	
Kids & Baby	Sold in Girls & Little Girls	7/8 or Medium
	Girls	7/8 or Medium (8 for Girls Plus)
	Little Girls	4, 4/5, or small
	Sold in Boys & Little Boys	8 or Medium
	Boys	8 or Medium (8H for Husky)
	Little Boys	4, 4/5, or small
	Toddler	3 Toddler
	Toddler Baby	3 Toddler
Baby	12 Months	
Newborn Baby	6-9 Months	
Shoes & Acc.	Shoes- Infant	# 4 for 6 -12 Months (left & right)
	Shoes- Toddler	7 (left & right)
	Shoes- Little Boys & Girls	12-13 (left & right)
	Shoes- Youth Boys & Missy Girls	4 (left & right)
	Shoes- Juniors	6-7 (left & right)
	Shoes- Women's	6-7 (left & right)
	Shoes- Men's	9-10 (left & right)
Accessories	Small	

Samples | Physical Garments

Side by Side view:

ADDITIONAL INFORMATION

Sample Senders: GTIN that appears on screen may NOT match garment size per [Size Requirements PDF](#)

Imagery Loaders: GTIN that appears on screen may NOT match image size per [Image Naming & Loading PDF](#)

Rejection Note (1)	Style #	Color	Item Name	Group Ext Cost	GTIN
Send size Medium	HK97709MA-N4X	Navy	Men's Diamond Quilt Full Zip Jacket, Up to size 5X'...	-\$0.00	00840501118411
Send size MEDIUM	HK97698MA-G2X	Heather Grey	Men's Sherpa Lined Marled Full Zip Hooded Jacket, '...	-\$0.00	00840501118893
Please send in size Medium (6/7/18)	HK97243A-BS	Blue	Men's California Embroidered Fleece Hood, up to Si'...	-\$0.00	00840501119975
(blank)	TBD-6841-27976	Burgundy	Juniors' Graphic Printed Contrast Cowl Neck Sweats'...	-\$0.00	00840501131045
(blank)	TBD-6841-27972	Gray Heather	Juniors' Graphic Printed Contrast Cowl Neck Sweats'...	-\$0.00	00840501131083

Replace Current Selection with All

Selected Samples

Remove

Total: 0

Samples will be rejected by our Photo Studio if they are:

1. Incorrect size
2. On packing list but not in the box
3. Incorrect Color
4. Damaged

Spreadsheet view:

per [Size Requirements PDF](#)

[Image Naming & Loading PDF](#)

Shipment Tracking Number	Shipment Tracking Method	Status	Vendor Sample Status	Expected Date	Vendor Note	Rejection Note (1)
	[Choose]	Incorrect Size	Past Due - Samples Past Due *	[1] Import Item		Send size Medium
	[Choose]	Incorrect Size	Past Due - Samples Past Due *	[1] Import Item		Send size MEDIUM
	[Choose]	Missing Sample/Image	Past Due - Samples Past Due *	[1] HK93499A LIGHT GREY M HK97243A BLUE M HK98196MKA ROSE 7/8 HK98196MKA		Please send in size Medium (6/7/18)
	[Choose]	Not Tagged	Reminder - Samples Needed *	[1]		(blank)
	[Choose]	Not Tagged	Reminder - Samples Needed *	[1]		(blank)

- Suppliers should correct all rejected samples in 4 days
- Workhorse automated email is notification that samples are still required
- Click on Rejection Note to see what is needed to correct the issue
- Input replacement Vendor Note, Expected Date, and Tracking Info when the replacement has shipped



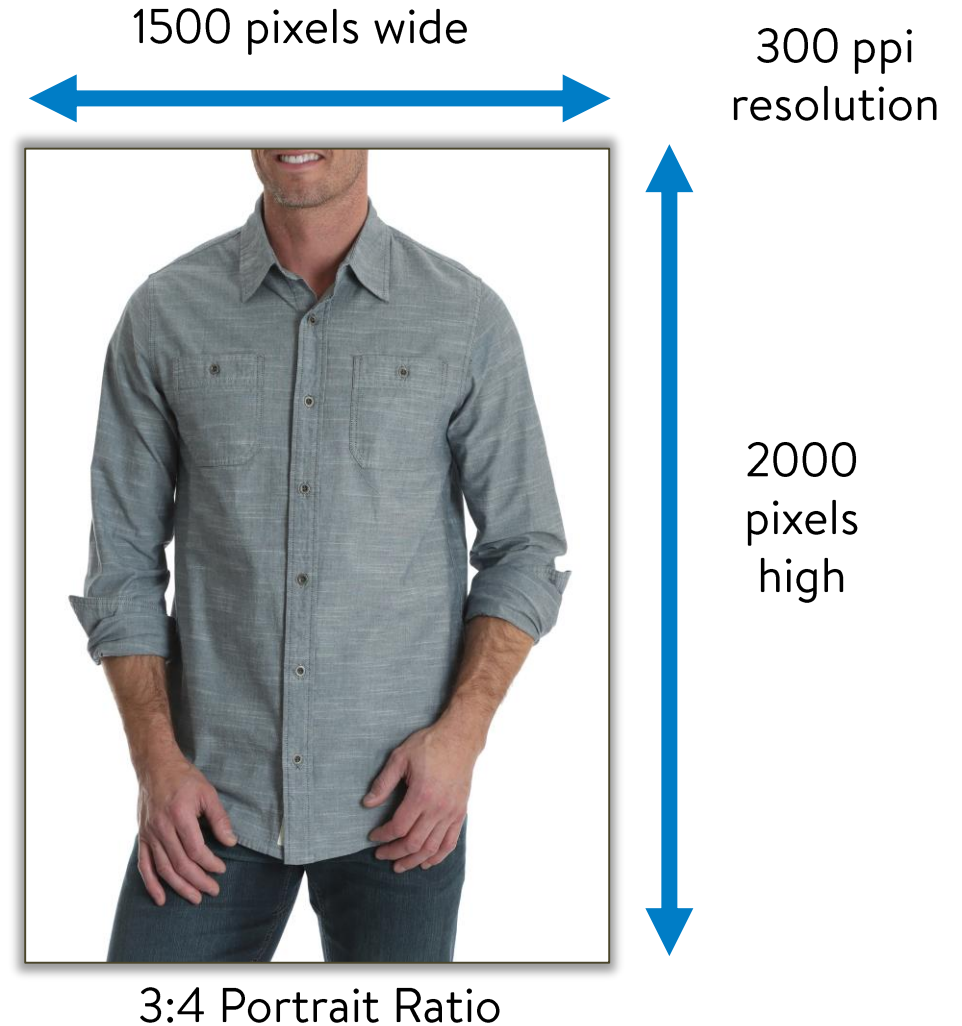
LOAD IMAGES



Imagery | Image Formatting

Image size	Feature	Ratio 3:4	Resolution
Maximum	Enable Zoom	1500 pixels x 2000 pixels	300 ppi
Minimum	N/A	600 pixels x 800 pixels	72 ppi

- Portrait Ratio 3:4
- RGB color mode
- JPG format
- 100% White Background (255,255,255) RGB




Imagery | Naming Convention

Image naming convention

- Images must be named after 14digit GTIN
- 14digit GTIN = 13digit UPC & single Check Digit
- Name for single size, and imagery will populate all sizes on the site
- GTIN on form, may not match GTIN visible in Workhorse

Insert new column Filter by size



add this column	& this column	create new GTIN column				
UPC (13 Digits)	UPC Check Digit	GTIN	Product Name	Vendor Stock Number (includes color & size)	Model Number (may include color & size)	Color (A1)
0066351628439	7	00663516284397	Fashion Sandals	s-2535-red-10	s-2535-red-10	Red
0066351628435	9	00663516284359	Fashion Sandals	s-2535-red-6	s-2535-red-6	Red
0066351628436	6	00663516284366	Fashion Sandals	s-2535-red-7	s-2535-red-7	Red
0066351628437	3	00663516284373	Fashion Sandals	s-2535-red-8	s-2535-red-8	Red
0066351628438	0	00663516284380	Fashion Sandals	s-2535-red-9	s-2535-red-9	Red
0066351627754	2	00663516277542	Fashion Sandals	S-2462-red-10	S-2462-red-10	Red
0066351628444	1	00663516284441	Fashion Sandals	s-2535-blue-10	s-2535-blue-10	Blue
0066351628440	3	00663516284403	Fashion Sandals	s-2535-blue-6	s-2535-blue-6	Blue
0066351628441	0	00663516284410	Fashion Sandals	s-2535-blue-7	s-2535-blue-7	Blue
0066351628442	7	00663516284427	Fashion Sandals	s-2535-blue-8	s-2535-blue-8	Blue
0066351628443	4	00663516284434	Fashion Sandals	s-2535-blue-9	s-2535-blue-9	Blue



For consistency, filter your Set Up Form by the GTIN of the smallest size.

Imagery | Naming Convention

Image naming convention

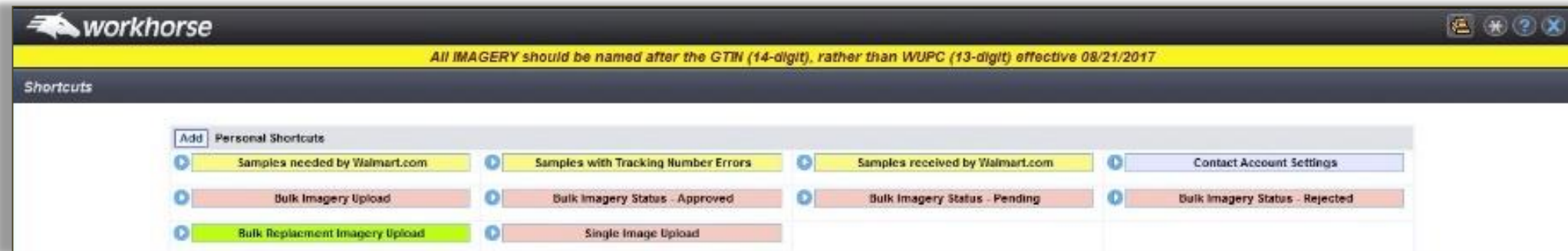
- Base Image should be named 14digitGTIN_SW.jpg
- Alternative View images should be named in order of appearance:
 1. 14digitGTIN_SWAV1.jpg
 2. 14digitGTIN_SWAV2.jpg
 3. 14digitGTIN_SWAV3.jpg

Required Image	Image Name	Example Image Name
Base Image	GTIN_SW.jpg	00786658642231_SW.jpg
Required Alternative Views (AV)	Image Name (AV)	Example Image Name (AV)
Alternative View 1	GTIN_SWAV1.jpg	00786658642231_SWAV1.jpg
Alternative View 2	GTIN_SWAV2.jpg	00786658642231_SWAV2.jpg
Alternative View 3	GTIN_SWAV3.jpg	00786658642231_SWAV3.jpg



Have a copy of your Set Up Form handy to double-check naming matches the convention.

Imagery | Loading



On the Workhorse home page

- Pink Buttons are for uploading imagery and to check upload status
- Green Button is for image maintenance; replacing images or adding additional images to those previously Approved

Other methods to provide content to Walmart

- Suppliers may upload imagery using Supplier Center or hire a 3rd party Content Provider
- In rare circumstances, permission could be requested to load imagery via BOX.com (contact Appr1ST@Walmart.com or itemsetup@Walmart.com)



Only images and samples submitted using Workhorse provide detailed tracking and reporting.

Imagery | Bulk Loading

- Drag & Drop images on dotted box to Bulk Load images
- Workhorse will provide instant feedback: Verifying loading is in progress
 - Confirming images which images loaded successfully
 - Images that get an error here must be corrected and reloaded
- If Workhorse cannot locate your GTIN and you have confirmed the image is named correctly, contact Appr1ST@Walmart.com



Have a copy of your Set Up Form handy to double-check naming matches the convention.

Imagery | Single Item Loading

The screenshot shows the Workhorse system interface. At the top, there is a yellow banner with the text: "All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017". Below this, there are search filters for (GTIN), (Shipment Tracking Nu), (Warning - Samples Needed), (Style #), (Item Name), and (Any Received). A table of items is displayed with columns: Style #, GTIN, Uploaded, Item Name, Group Ext Cost, Color, Store Dept, Model Number, Start Date, Tracking Number, Walmart Received, Status, and Vendor Sample Status. An 'Upload Imagery' dialog box is open over the table, showing a grey dotted box for dropping images. The dialog box title is "Upload Imagery For Sample 00797253104188" and it contains a "Drop files here (or click) to upload" area and a "Close" button. The table data is as follows:

Style #	GTIN	Uploaded	Item Name	Group Ext Cost	Color	Store Dept	Model Number	Start Date	Tracking Number	Walmart Received	Status	Vendor Sample Status
14245PBla103X	00761253104012		Athletic Works Women's Plus Size Velour Jacket and Pant Set	\$0.00	Black Soot	WOMENSWEAR/MATERNITY		09/30/2018		-----	Not Tagged	Warning - Samples Needed
14245PCla112X	00761253104166		Athletic Works	\$0.00	Classic Red	WOMENSWEAR/MATERNITY		09/30/2018		-----	Not Tagged	Warning - Samples Needed
14245PDar92X	00761253104081		Women's Plus Size Velour Jacket and Pant Set			WOMENSWEAR/MATERNITY		09/30/2018		-----	Not Tagged	Warning - Samples Needed
14245PFuc134X	00761253104227		Athletic Works Women's Plus Size Velour Jacket and Pant Set	\$0.00	Fuch	WOMENSWEAR/MATERNITY		09/30/2018		-----	Not Tagged	Warning - Samples Needed

- Click colored picture icon in the Upload column to single item upload
- Drag images for that one item name/color onto grey dotted box in dialog box

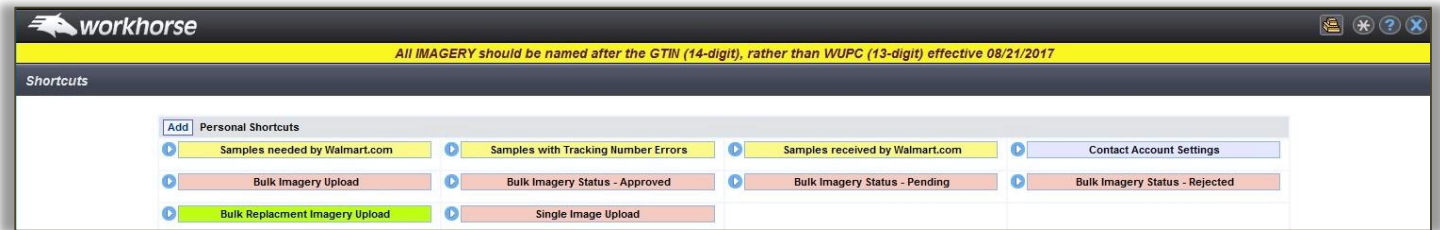


Have a copy of your Set Up Form handy to double-check naming matches the convention.

Imagery | Loading

Check image upload status

- 3 Pink Bulk Imagery Status Buttons provide the live status of your imagery in the workflow
- Click the Pending button immediately after uploading imagery to double-check they loaded successfully



2 Business days later, log onto Workhorse

- Click the Approved button to see images that have been approved (and will be sellable in 24 hours)
- Click the Rejected button to learn what is needed correct imagery
 - Corrections needed are in the Note column
- Suppliers are accountable for taking action to correct Rejected imagery

The screenshot shows the Workhorse application interface displaying a table of approved imagery. The table has the following columns: Thumb, Action, GTIN, Note, File, and Uploaded. The data rows are as follows:

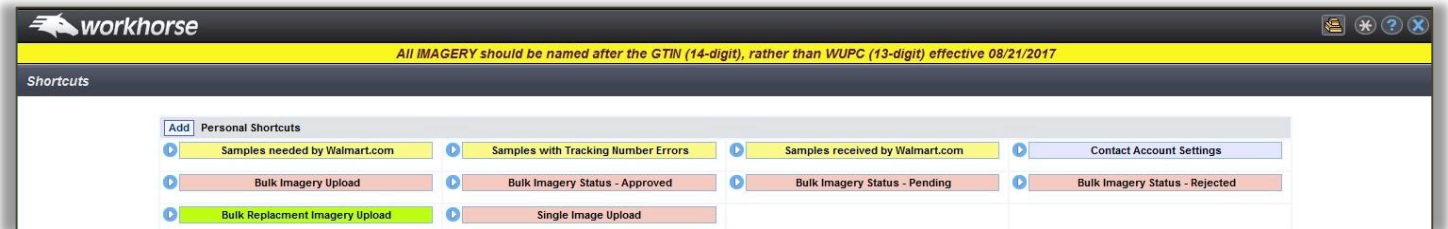
Thumb	Action	GTIN	Note	File	Uploaded
	Approved	00009328076650		00009328076650_SW.jpg	08/06/2018 01:53 PM
	Approved	00009328076650		00009328076650_SWAV1.jpg	08/06/2018 01:53 PM
	Approved	00009328076650		00009328076650_SWAV3.jpg	08/06/2018 01:53 PM



Often, the corrections can be as simple as reformatting the original raw image and reloading.

Imagery | Load Status

- Click the Single Image Upload button to check on Imagery Status in the workflow
- The Uploaded column will indicate if images are Pending, Approved, or Rejected at a glance



Style #	Current UPC	Uploaded	Upload (1)	Item Name	Vendor Item Name	Color	Vendor Sample Description	Vendor Long Description	Store Category	Brand	Model Number
88764811007	00887641100			Kung Fu Panda Girls Short Sleeve Tee	Kung Fu Panda Girls Short Sleeve Tee	Purple Rush	KUNG FU PANDA- PURPLE RUSH SHORT SLEEVE GIRLS TEE WITH KUNG FU PANDA ON FRONT OF SHIRT	65% POLYESTER, 35% COTTON MACHINE WASH COLD WITH LIKE COLORS, ONLY NON CHLORINE BLEACH WHEN NEEDED, TUMBLE DRY LOW, COOL IRON IF NEEDED, DO NOT IRON DESIGN	Girls Wear	2778	XUSS013-3710J
88764811329	00887641132	0 Pending Approval 0 Approved 1 Rejected		Finding Dory Girls Short Sleeve Tee	Finding Dory Girls Short Sleeve Tee	HEATHER GREY	FINDING DORY-HEATHER GRAY GIRLS SHORT SLEEVE TEE WITH DORY ON THE FRONT	65% POLYESTER, 35% COTTON MACHINE WASH COLD WITH LIKE COLORS, ONLY NON CHLORINE BLEACH WHEN NEEDED, TUMBLE DRY LOW, COOL IRON IF NEEDED, DO NOT IRON DESIGN	Girls Wear	185636	FISS266-3710J
88764811421	00887641142	0 Pending Approval 0 Approved 1 Rejected		Ocean Buddies Girls Short Sleeve Tee	Ocean Buddies Girls Short Sleeve Tee	CANCUN	OCEAN BUDDIES- CANCUN GIRLS SHORT SLEEVE TEE WITH MULTIPLE CHARACTERS ON THE FRONT	65% POLYESTER, 35% COTTON MACHINE WASH COLD WITH LIKE COLORS, ONLY NON CHLORINE BLEACH WHEN NEEDED, TUMBLE DRY LOW, COOL IRON IF NEEDED, DO NOT IRON DESIGN	Girls Wear	207009	FISS180-3710J
88764811107	00887641110	0 Pending Approval 0 Approved 1 Rejected		Missing Dory Girls Short Sleeve Tee	Missing Dory Girls Short Sleeve Tee	LT PINK	MISSING DORA-LT PINK GIRLS SHORT SLEEVE TEE WITH DORY ON THE FRONT	65% POLYESTER, 35% COTTON MACHINE WASH COLD WITH LIKE COLORS, ONLY NON CHLORINE BLEACH WHEN NEEDED, TUMBLE DRY LOW, COOL IRON IF NEEDED, DO NOT IRON DESIGN	Girls Wear	207009	FISS036-3710J
88764811374	00887641137			Marvel 1963 All Stars Girls Short Sleeve Tee	Marvel 1963 All Stars Girls Short Sleeve Tee	Hot Pink	MARVEL 1963 ALL STARS- HOT PINK GIRLS TEE WITH MULTIPLE CHARACTERS ON FRONT OF SHIRT	65% POLYESTER, 35% COTTON MACHINE WASH COLD WITH LIKE COLORS, ONLY NON	Girls Wear	2778	RVSTT99-3710J

Imagery or Sample | Completion

- Click the yellow Samples Received button on the Home Page to confirm samples were processed at our photo studio
- Filter and Sort to easily see completion status
- Filter by GTIN or Item Name
- Select Status Active or Status Received form the drop down on the far right

workhorse

All IMAGERY should be named after the GTIN (14-digit), rather than WUPC (13-digit) effective 08/21/2017

Samples Choose Report

(GTIN) (Shipment Tracking Nu) Any Vendor Sample Status (Style #) (Item Name) Show Received GO
[Choose] Approaching Reminder - Samples Needed Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set Any Received Show Active Show Received

ADDITIONAL INFORMATION

Sample Senders: GTIN that appears on screen may NOT match garment size per [Size Requirements PDF](#)
Imagery Loaders: GTIN that appears on screen may NOT match image size per [Image Naming & Loading PDF](#)

Style #	GTIN	Item Name	Color	Store Dept	Start Date	Walmart Received	Status (1)	Expected Date	Vendor Note	Rejection Note	Item ID
211293	00761253099202	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Fuchsia Burst	GIRLS WEAR	09/15/2018	07/11/2018	Not Tagged	07/11/2018			713843152
211280	00761253099059	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Light Grey Heather	GIRLS WEAR	09/15/2018	07/11/2018	Not Tagged	07/11/2018			883695945
211278	00761253099028	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Black Soot	GIRLS WEAR	09/15/2018	07/11/2018	Tagged	07/11/2018	samples will be shipped 7/9		449595273
211281	00761253099066	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Light Grey Heather	GIRLS WEAR	09/15/2018	07/11/2018	Tagged	07/11/2018	samples will be shipped 7/9		541621753
211289	00761253099158	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Artic White	GIRLS WEAR	09/15/2018	07/11/2018	Tagged	07/11/2018	samples will be shipped 7/9		545185066
211290	00761253099172	Fruit Of The Loom;Girls,Soft Waffle,Thermal,Underwear Set	Fuchsia Burst	GIRLS WEAR	09/15/2018	07/11/2018	Tagged	07/11/2018	samples will be shipped 7/9		995394068

Imagery | Live Model Image Standards

- Adult Categories must be shot on live model
- Tops cropped between the nose and the mouth
- Bottoms cropped above the waistband (must have shirt on)



Use a relaxed pose with weight off to one side. Not standing in stiff "Tree Pose."

Imagery | Standards for Intimates and Swim

- Intimates and Swim images should be shot on live model



Crop-in on model, if necessary. Do NOT crop the garment.

Imagery | Standards

- Baby and Kids imagery should be shot flat
- Shoot sets overlapping on a diagonal



Angle sleeves downward in a natural pose. Do not shot them in a straight out, “airplane arms” position.

Imagery | Standards

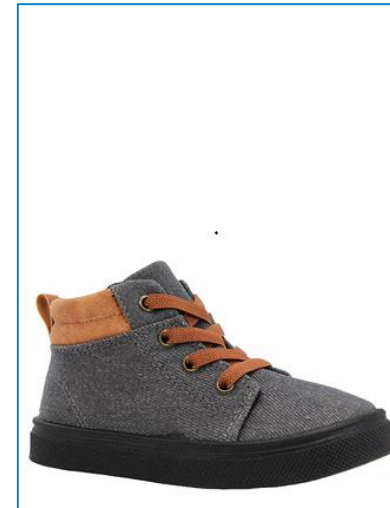
- Multipacks should be shot flat, out of package
- Cascade items on a diagonal



In Workhorse, upload shots, such as the package, logo, and size chart as Alternative Views.

Imagery | Standards

- Accessories and Shoes shot on table top
- Hats may be centered horizontally
- Shoes and Bags should be shown in the bottom third of the portrait layout
- Shoes should also have alternative views:
 1. Base $\frac{3}{4}$ view
 2. Profile outside
 3. Profile instep
 4. Birdseye
 5. Heel
 6. Sole



Workhorse | Compliance

- Provide status updates in Workhorse 14 days after the buy has been finalized for all items on your Workhorse dashboard, regardless of urgency status
- Send sample or image
 - If sending samples for imaging: Ship \geq 60days prior to inventory send date
 - If providing your own imagery: Upload \geq 30days prior to inventory send date
 - Input Expected Date of when Walmart will receive sample or image
- Alert us to any exceptions in the Vendor Notes field in Workhorse
- Contact us with any questions or concerns, the sooner the better to avoid costly delays to selling your goods

Workhorse Process | Links

Links:

- Workhorse Web Address <https://walmart.workhorsegroup.us/source/Login.cfm>
- Walmart.com/Jet.com Workhorse Support Appr1ST@Walmart.com
- Walmart Stores Workhorse Support Itemsetup@walmart.com
- Walmart.com/Jet.com Imagery Team imageryops@wal-mart.com
- Retail Link Item Reference Documents
 - Retail Link > Docs > Item Setup and Management