# **Product Catalog Format Guidelines**

To help us make your products look as best as possible, please follow these guidelines for proper formatting of your product catalog. Once completed, please email your catalog to products@scientist.com. If you have any questions or would like to set up a call, please email us at any time.

## File Format

Catalogs should be formatted as Excel .xlsx documents. CSVs may also be used if .xlsx is not possible. Please do not send catalogs as PDF files.

Use the following naming convention for your file: "Company Name-Year-Month-Day". For multiple files, include product category: "Company Name-Product Category-Year-Month-Day".

# Catalog Structure

If you only have one product category, then your file should only contain one worksheet. Your final product listing can be a workbook with multiple sheets, or you can submit multiple files.

### **Product Categories**

- Lab Plasticware & Supplies
- Compounds
- Antibodies (Primary and Secondary)
- Media and Supplements
- Chemicals
- Equipment

- Molecular Biology cDNA Clones & Expression Vectors
- Proteins
- ELISA
- RNA
- Buffers & Biochemical Reagents

- General Products
- Kits (Arrays & Non-ELISA)
- Arrays
- Cells
- Peptides
- Gene Editing

If the correct Product Category is not listed, please let us know and we can create a new one for your products.

A	В	C	D	E	F	G	н	1	J	K	L
Catalog #	Product Name	Description	Size1	ListPrice 1	DistPrice1	Size2	ListPrice2	DistPrice2	Product URL	Image URL	Image Caption
A101A-20	Protein A	A Protein that has multiple pro	10ug	200	140	100ug	2000	1400	https://linktop	http://linktoimage.	This is the image
		Product cate Worl		es Sepa et Tabs	rated ir	1					







# Catalog Contents

Catalog files should have a single header row of unique column names to populate product information. Do not include a logo or multiple headers (only one row of headers at row 1) in your file. Start at a minimum with the required columns in green for your catalog column names.

Images and Images are highly recommended.

Part ID •

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List Price

Image URL

Product Name Description

- **Discount Percentage**
- Size
- Product URL •

The columns in yellow are product data that can be used as filterable options in the search.

The columns in grey are optional product data that can help your listing stand out.

You may add as many other columns as needed to include other relevant specifications and information to help the client purchase your products. For example: Dimensions, Storage Conditions, Shipping Conditions etc.

Storage Conditions Dimensions Shipping Conditions

**Note:** All URLs should all be formatted as https://www.example.com

### Multiple Pricing and Sizing Tips

There are two ways to enter pricing and sizing information. For multiple pricing and sizing for a product these can either be included as:

1) If you want to list multiple prices or sizes in one cell separate each value with a delimiter such as a comma "," or pipe "I" (ex. \$50, \$100, \$300 and size1l size2l size3). If you have additional SKUs to go along with those size and pricing variations, you can input the SKUs with delimiters if the size and pricing match up respectively.

А	В	с	D	E		F
Catalog Number	Product Name	Description	Size (Unit of Measure)	List Price (USD)	Discount Percentage	
BUFF-12345	Buffer 1	This is buffer1	500mL 1L 2L	200, 600, 1200		0.4
OR						

2) Columns that match - i.e., Price1 (\$50) and Size1 (1mg), Price2 (\$100) and Size2 (2mg), etc. Add as many column variations as needed. See the below image for an example.

A	В	С	D	E	F	G	н	
1 Catalog Number	Product Name	Description	Size 1	Price 1	Size 2	Price 2	Discount Percentage	Produ
2 BUFF-12345	Buffer 1	This is buffer1	500mL	200	1L	600		0.4 https://

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### Image Tips

Images are very helpful in making your products look their best. If you have images associated with your products, please add the URL into the Image URL column. For example, if you have 3 images for a product you can include 3 columns with each image URL like:

- For 3 Image Columns: Image1, Image2, Image3
- Can also be separated in a single column using delimiters like ',' or 'l', for (ex. https://www.image.com/1.jpg, https://www.image.com/2.jpg, https://www.image.com/3.jpg)

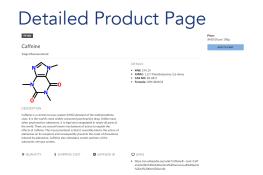
# Catalog Updates

Send us catalog updates via email to <u>products@scientist.com</u> with your new catalog and a short description of the changes (i.e., pricing updates, availability, etc.)

# Preview of Products on Marketplace Example

# List View of Products

- Users can use search bar and filters
- Quick view of many products



- Product page with full details
- Single or multiple Images can be added
- Links to Supplier site and references can be included

Feel free to include as much information as possible in your catalog. If your content is organized by columns with short descriptive names, we can upload it nicely into a detailed product page view. **Please do not leave any column headers blank if there is any information in that column.** 



