

RepTime Manufacturer - Things To Know...

How to Request for Images of Items from the Manufacturers

Dear Manufacturer,

Please direct this document to the individual within your company whom provides item images to the Rep agencies.

Our rep group has started working with RepTime Sales Software to enhance our office, showroom, and field productivity. As a part of this effort we will begin to use images for the products we sell for our website or ipads. This will help increase sales and improve customer buying experience. Your assistance in this effort is vital to our success and we would like to work with you to obtain the following information to streamline both our sales processes.

Take the moment to review the information below to see how you could start supplying these images. **Note that it is not necessary to supply every image and it does not affect the sales process for the rep if an image is not available.**

Image File Specifications

The RepTime software will be able to help display item images on a secure website to help show Retailers images on demand and to generate orders. To make this new way of purchasing possible for us and our reps, we will need for you to supply us images of your products. Again we understand that not all images can be offered but it would be extremely beneficial to both sides for our field reps to have the capabilities to show images to the retail store at the time of ordering. It would be a great plus for everyone!

For this to be possible we will need for you to offer the following...

- **Image Name:** Each item must be labeled by the item_number. *i.e. ABC100.jpg*
- **Pixel Size of Image(s):** Sizes can vary to anything. We recommend users 600 x 600 pixels or larger. Very small images could also be an issue. *This does not mean it MUST be this size. The system is able to show ANY size images however there are always minor issues on automatic resizing. Therefore we ask to help make the process smoother.*
- **File Size of Image(s):** File Size can vary to any size. Preferably between **10kb to 500kb** per image is good. The larger the image size is the longer the downloads will take for the reps.
- **File Format:** All images **must** be in JPEG image format. *No Other Format Accepted*
- **Recommended Tips:** Try to obtain white background for images for better visibility of products.
- If possible, please make sure to have all images are under one single folder so RepTime could auto link all images. Images can be sent via secure FTP Site, Dropbox Link, Email, or send in mail on a USB stick to the rep agency.

Sample Image:



Sample Item # LION123

File Name* – LION123.jpg

Description – Toy Lion King Figure

Size – 198kbs**

****cannot be any other formats.***

*****Sizes can vary to any size.***

THIS IS JUST AN EXAMPLE. IMAGES DO NOT NECESSARILY HAVE TO MATCH THIS ITEM SIZING.

**This information will help streamline the process. Thank you for your cooperation.
Feel free to contact RepTime if you have any questions at 214-746-3671 or support@reptime.com.**