

# How to Use the New Product Specification Card

Quick supplier guide – simplified input, improved descriptions



This is Shopping  
Brought to Life.



## What's new (Why the update?)

- **Improved Long Description quality**
- **More dropdowns, less free text**
- **Automatic German translation**
- **Less internal rework & follow-up questions**





# Tab “START”

First Mandatory Step



# General instructions – Product Specification Card

**Key**

	<== To be completed by vendor. If not applicable for the specific item, please enter n/a.
	<== Vendor to select from drop down box
	<== This field is calculated automatically. No manual input is required.

- Use dropdown menus wherever available
- Dropdown values change depending on selection



# Step by step– Product Specification Card

## Tab “START”

START

If you have any queries on how this document requires to be completed please  
DE-QA-Vendor-Compliance@qvc.com

1. Select Your Language Preference  
**English (default)**
2. Select Category  
**Apparel**
3. Apparel  
Lingerie/Swimwear  
Accessories

Reason for updates

- Select your language
- Select your product category
- Fill out the grey fields



# Tab “PRODUCT & PO”

Product Specification Card



# Step by step– Product Specification Card

## Tab “PRODUCT & PO”

will be used for the selling des

**PRODUCT & PO**

Vendor Name	Brand	Kim & Co	
<input type="text"/>	<input type="text"/>	<input type="text" value="N"/>	
Contact for QA/Spec Card Issues (name and email address)	Agency	Vendor Model # (Style #)	Country of Origin
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Product Description</b>			
Product Category (tops / bottoms / dresses / jumpsuits)			
Tops / Dresses / Nightgowns			
Select	value	PRODUCT IMAGE	
Tops / Dresses / Nightgowns			
Bottoms			
Sets / Pyjamas /Jumpsuits EN			

- Fill in all grey input fields
- Select Kim & Co only “Y” when delivering this brand
- Select the correct product category



# Step by step– Product Specification Card

## Tab “PRODUCT & PO”

will be used for the selling desc

**PRODUCT & PO**

Product Category (tops / bottoms / dre  
Tops / Dresses / Nightgowns

**ATTRIBUTES**

1. Set_specification
2. Product_category_tops
3. sub_category
4. Style name
5. Material_EN
6. Material_description
7. Material free text
8. Finish_license

- Attributes appear when the product category is selected

- Select from the dropdown menus whenever possible
- Fill as many attributes as possible/relevant for your article

2. Product_category_tops	Blouse
3. sub_category	Blazer_EN Blouse Cape_EN Cardigan_EN Jacket Dress Coat Dressing gown Nightdress Poncho_EN Pullover_EN
4. Style name	
5. Material_EN	
6. Material_description	



# Step by step– Product Specification Card

## Tab “PRODUCT & PO”

will be used for the selling desc

PRODUCT & PO

- Select the product category and sizing from the drop down

	Komponente / component 1					Komponente / component 2				
Total length regular size	Top / Dress	Gr. 38	72	cm	hip covering				cm	0
Total length petite size		Gr. 19	68	cm					cm	

- The length description appears automatically

- Enter the length for your article
- Possible for regular and petite size as well as two set components

# Long Description – Generated Automatically

## Tab “PRODUCT & PO”

will be used for the selling desc

PRODUCT & PO

Long Description		<< Th of bi
Bluse; Jeansbluse; Crinkle-Look; beschichtete Ware; Tactel®; 1/2 Arm; kariert; hüftbedeckend Gesamtlänge Normalgröße Gr. 38: 72 cm; Gesamtlänge Kurzgröße Gr. 19: 68 cm		<< tt

- Created based on selected attributes
- Generated in German automatically
- No manual translation required



# Tab “QUALITY ASSURANCE”

Product Specification Card



# Step by step– Product Specification Card

## Tab “QUALITY ASSURANCE”

### QUALITY ASSURANCE

#### Material Composition Textiles

- State all fiber composition for each material/fabric available on the article
- Ensure compliance with local regulations





# Tab “LOGISTICS”, “IMAGES”, “GTIN”

Product Specification Card



# Step by step– Product Specification Card

Tab “LOGISTICS”, “IMAGES”, “GTIN”

## LOGISTICS

- State all the packaging dimensions packaging waste information

## IMAGES

- Please insert photos to provide all relevant item details

## GTIN

- Please insert the GTIN (Global Trade Item Number) colloquially known as EAN if available for your product

