**EDI Photo Guidelines**

**Photo submission:** Based on the capabilities of the latest version of GSA Advantage, below you will find both requirements and best practices related to posting photos to your catalog via EDI. To best support the buyer community, please consider following the below best practices when posting photos.

* Include more than one photo per product or accessory to show different views (up to 4). You will be required to identify which photo is the default (i.e. primary photo). See EDI 832 below for more on this.
* Primary photos should not not be a drawing.
* Photo should show \*only\* the product that is for sale, with few or no props or accessories that are not included with the product. Inclusion of additional accessories not included with the product may confuse the buyer.
* Photos should only contain text that is a part of the product.
* Photos should \*not\* contain a company logo, unless it is part of a product’s branding and affixed to the product itself.
* One photo may be used for multiple products, provided it is an accurate representation of the product offered.

The following technical requirements must be met when posting photos:

* Photos should be at least 500x500 pixels but we recommend they be at least 800x800 pixels in size for detail viewing. Note: GSA Advantage will create thumbnails of your images when smaller size is shown.
* All photos must be in either JPG or GIF format.
* Maximum photo file size is 1MB. File size may not be 0.
* Maximum photo filename size is 80 characters and should contain only letters, numbers, and underscores. (See EDI 832 photo submission requirements below).
* In order to better process large numbers of photos, it is beneficial if the .zip file is no larger than 600MB. If multiple files are required due to this restriction, then the file-naming convention should look like the following:

o GS-00F-1234X\_0\_photos.zip

o GS-00F-1234X\_1\_photos.zip

o GS-00F-1234X\_2\_photos.zip

o etc

**EDI 832 for photo submissions:**

* The photo filename must also be included in the 832 catalog file submission using the REF segment (2/040) with the “51” qualifier in the REF01.
* In order to accommodate up to an 80 character filename, use REF02 (up to 30) and the remaining in REF03; or preferably put the entire filename in the REF03 (80).
* You may repeat the REF segment up to 4 times if you wish to submit more than one photo for an item – please note that the first REF listed will be considered the primary photo.
* Additionally, one photo may be used for multiple products, provided it is an accurate representation of the product offered.
* In order to delete a photo from Advantage, simply exclude that particular REF segment from the 832 catalog submission.

For more information or for any questions regarding EDI, please call 703-605-9444.

Thank you.