PRODUCT IMAGE SUBMISSION

For submitting new AND replacement images

1 **Check image resolution.**
CLICK HERE for instructions on how to check image resolution.

2 **Rename image as its Apex Item Code.**
BEER TEAM: Add a "-1" after the Apex Item Code if the image is of a single 12oz bottle/can of beer (not necessary for 22oz or 750ml bottles). Add a "-2" for 4- or 6-pack images. Add a "-3" for case images.

3 **Save image into submission folder.**
N:\Advertising\Image Submission

4 **Log image on Sharepoint submission page.**

5 **Image not processed?**
Check submission page for reason.

6 **Have a physical product for us to shoot?**
CLICK HERE or see "In-house Photography Process" document for instructions on how to submit physical products.

Please email Sean Naber if you have any issues.