

How to Create a Size Chart

Detailed instructions on how to create a new size chart or to view an existing size chart.

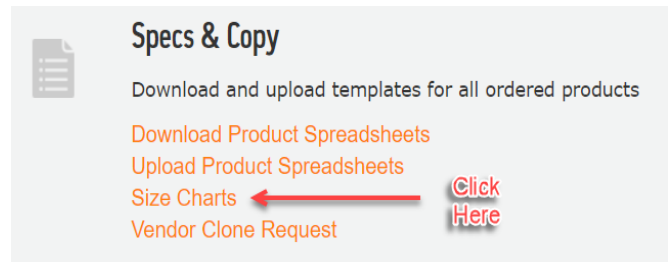
Please **contact** us to update an existing size chart PI@rei.com

Login Information:

Vendor Portal - <https://collaboration.rei.com>

Email PI@rei.com for login credentials

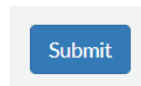
1. After logging into the Vendor Portal, in the *Specs & Copy* section, you will see a link, ***"Size Charts"***. Click this link to create a new size chart or to view an existing size chart.
2. There will be two boxes. First, **enter** your **brand's name**. Second, **select** the size chart category based on what your product is.
 - a. Once a size chart category has been selected, enter in all the sizes the category carries. This will be in the columns on the top row.
 - b. Enter the measurements for each size. If you do not have certain size measurements, please **LEAVE BLANK**.



Please enter your size chart information in the template below, providing size information for only the sizes that REI carries.

	Select size	Select size	Select size	Select size
Numerical Size				
Height Range				
Weight Range				
Chest				

- c. If you have any additional notes, enter them in the field below the size chart. For example, ***"Measurements are stated in inches unless otherwise indicated."***
3. Once complete, click **Submit** in the bottom left corner.



TIP: If you need to start over, reloading the page will not erase your work. Go to the bottom right corner and hit **Reset**.

Vendors are responsible for ensuring that all materials now and previously provided to REI related to products, including product information, product description, images, packaging, sound recordings, art, photographs or pictures, videos, and/or text, are current, accurately reflect the product for sale, and comply with any and all applicable federal, state and local laws, regulations, orders, and ordinances. REI is not responsible for the accuracy, completeness, safety, and legal compliance of all, or any portion, of the products and materials related to the products. Unless instructed by Vendors, REI is not responsible for updating Vendor-provided materials to ensure compliance with any current federal, state, and local laws and regulations.