

New Ecom User Guideline

Version: 1.0 25-1-2016

Click [here](#) to see New Ecom Demo Site

1. How to log into EEC

- 1) In IE browser, type EEC Testing address: <https://eecsystem.cn>
- 2) In **EEC Login Page**, type your **User Name**, **Password** and **Check Code**. (See Figure 1-1). EEC Helpdesk will send you user name and password if you do not have an account. If you have a user ID but forgot the password, please click **Forgot Your Password** to reset your password.



Who We are ...

E&E Co., Ltd is a globally integrated company specializing in providing quality products for every lifestyle. From Home Fashion to Apparel, pet products to decorative accessories. we provide strategic market and design directions, manage production and distribution for our retail trade partners. From concept to final product, our global design and product development teams collaborate with each individual customer to create and source products, that not only meet their objective but consistently deliver strong profitability.

Founded in 1993, E&E has grown rapidly. Our success begins with a unique business model that offers depth and breadth of capability unmatched in the industry. Our talented design team bring originality and freshness to each fashion season by researching and understanding market and trend evolution. From licensing to private label, our collective design experience and production execution are the foundations for our success at retail. Using innovative tools and strategies, E&E creates synergies in design, global sourcing and manufacturing.

User Name	<input type="text"/>
Password	<input type="password"/>
Check Code:	<input type="text"/> 88NB6
<input type="checkbox"/> Remember User Name	
<input type="button" value="OK"/> <input type="button" value="Reset"/>	
<input type="button" value="Forgot Your Password?"/>	

Figure 1-1 EEC Login Page

2. How to Maintain Field Name

- 1) Click **New Ecom** → **Maintenance** → **Field Name** to open this Page. It is maintained by EEC Help Desk. If you having any new field to add, please send email to eechelpdesk@syncsoftinc.com.

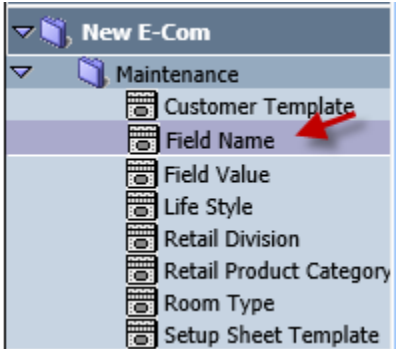


Figure 2-1

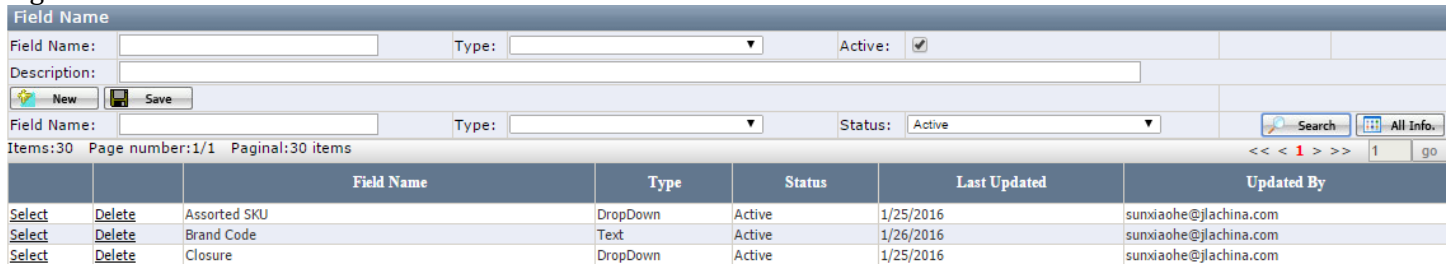


Figure 2-2

- 1) Click **New** and enter **Field Name**, Select **Type** and enter **Description** if having and click **Save**. **Description** will be used as tool tips in the Ecom Item Master → Item Detail → Item Master page.

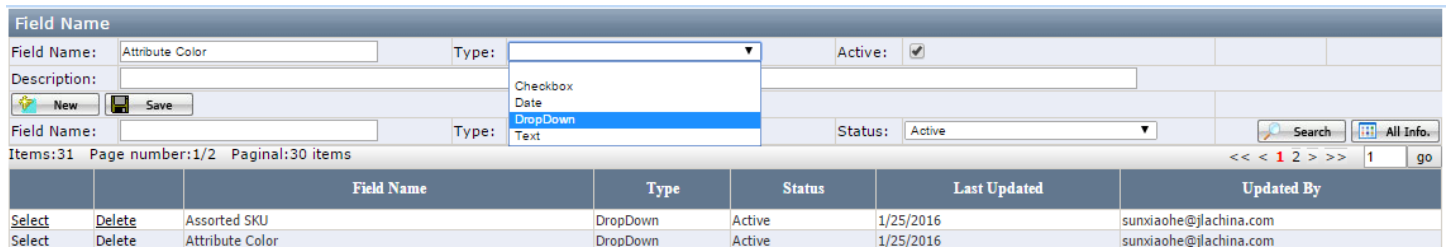


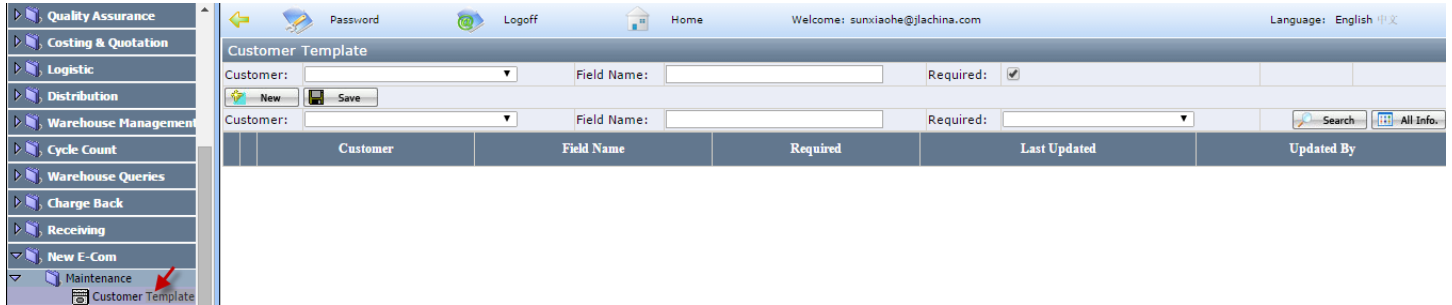
Figure 2-3

Note:

- **Field Name:** It is not allowed to be duplicated. When duplicating, it will give the warning message "Fail to save due to the Field Name XXX is duplicated ! " If it is used in the Customer Template or Customer Setup Sheet or Field Value or Ecom Item, you have to remove it from those pages first before deleting.
- **Type:** The drop down list contains Blank, Text, Date and Checkbox, Dropdown. Default to blank. Type is grayed out once it is successfully saved.
- **Active:** If the field name is no longer used for any customer, you can remove them in the Customer Template and Customer Setup Sheet first and uncheck it. The warning will be "This Field has been used in Customer Template and Customer Setup Sheet, please delete them first." If you do not remove them in the Customer Template and Customer Setup Sheet first

3. How to Maintain Customer Template

- 1) Click **New Ecom** → **Maintenance** → **Customer Template**. This page is maintained by EEC Help Desk. If you have any new customer setup sheet to add to system or a new field need to add to Ecom Item Master → Item Master page, please send request to eechelpdesk@syncsoftinc.com.



- 2) Click **New**, select **Customer** and enter **Field Name** or type partial field name and select it from the drop down list and click **Save**.

Notes:

- **Field Name:** It is not allowed to duplicate in the same Customer.
- **Required:** If having the check, when creating Retail Data for a customer (Ecom Item Master → Item Detail → Retail Data → Retail Data Detail), it will have the error flag when missing value.

Item Master	Retail Data													
Item No.:	FPF18-0225	Customer Code:		Customer Item No.:								Search	All Info.	
Setup Status:		Retail Status:		Priority:										
New		Copy		History										
Items: 3360 Page number: 1/168 Paginal: 20 items										<< < 1 2 3 4 5 6 7 8 9 10 ... >>				
	Customer Code	Customer Item No.	Customer Price (\$)	Retail Price/Standard Price (\$)	MSRP (\$)	Product Family	Setup Status	Setup Status Date	Retail Status	Retail Status Date	Error	Priority	Last Updated	Updated By
<input type="checkbox"/>	DESINC	FURF1810820	145.35	349.99	595.00	Madison Park Maxwell Chair	Setup	11/09/2015	Active		Error	1	1/13/2015	jiangli@scmhome.com
<input type="checkbox"/>	BBBDROP	675716594169	175.00	0	0	Madison Park Maxwell Chair	Open	11/19/2015	Discontinued	11/09/2015	Error	3	1/13/2015	jiangli@scmhome.com
<input type="checkbox"/>	KOHLDSN	99054402	175.00	0	0	Madison Park Maxwell Chair	Restricted	12/09/2015	Active		Error	5	1/13/2015	jiangli@scmhome.com

Error Page			
Item No.:	MP10-2373	Customer Name:	DESINC
No.	Field Name	Error Description	
1	Assorted SKU:	Miss the required value!	
2	EPH L1:	Miss the required value!	
3	EPH L2:	Miss the required value!	

Figure 3-1

4. How to Maintain Field Value

- 1) Click **New Ecom** → **Maintenance** → **Field Value** to open **Field Value** page. For any field name having the drop down list, you must maintain the value here.

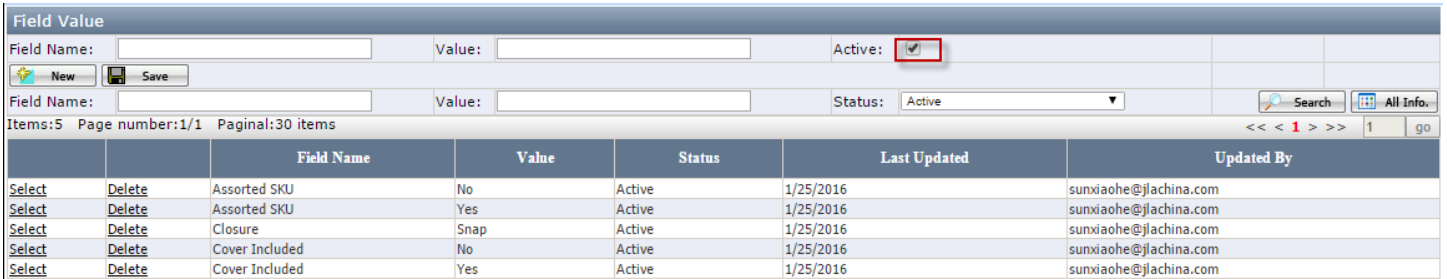


Figure 4-1

- 2) Click **New** and type the field name has been existed in Field Name page or type partial field name and select from the drop down list, enter the Value and click **Save**. If the Field Name does not existing in the drop down list, please send your request to eechelpdesk@syncsoftinc.com . EEC Help Desk will add them in [Field Name page](#).

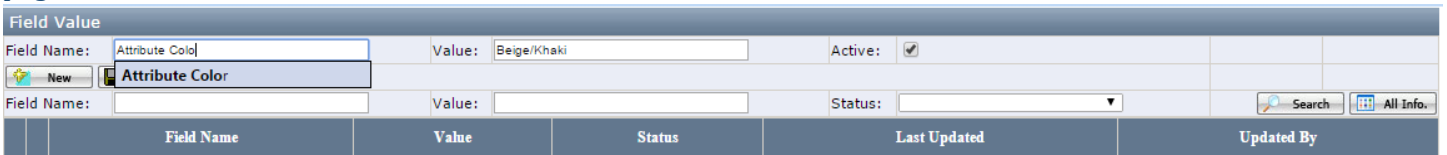


Figure 4-2

Notes:

- **Value:** It is not allowed to duplicate in the same Field Name.
- **Active:** If it is not used, please uncheck Active. That way, the drop down list of the related field name in Ecom Item Master → Item Detail → Item Master page will not display the inactive value.

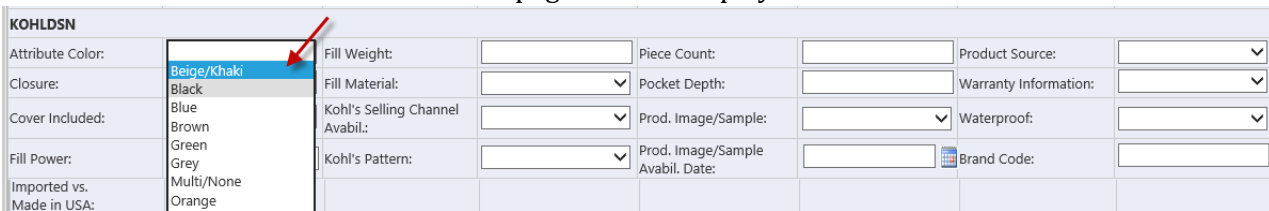


Figure 4-3

5. How to Maintain Setup Sheet Template

- 1) Setup Sheet Template to open Setup Sheet Template page

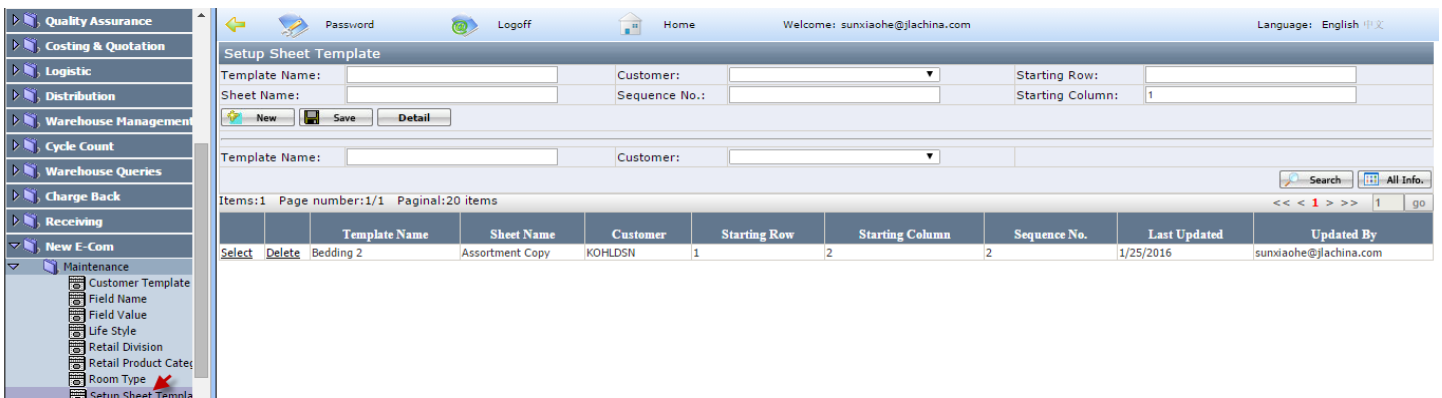


Figure 5-1

- 2) Enter **Template Name**, Select **Customer** from the drop down list, enter **Starting Row**, **Sheet Name**, **Sequence No** and **Starting Column No** and click **Save**

Setup Sheet Template

Template Name: Customer: Starting Row:
 Sheet Name: Sequence No.: Starting Column:

Template Name: Customer:

Items:1 Page number:1/1 Paginal:20 items

Select	Delete	Template Name	Sheet Name	Customer	Starting Row	Starting Column	Sequence No.	Last Updated	Updated By
		Bedding 2	Assortment Copy	KOHLDNSN	1	2	2	1/25/2016	sunxiaoh@jachina.com

Note:

- **Template Name:** It is required and manual enter. It is not allowed to duplicate in the same Customer. For Kohl, since different division has the different setup sheet and one division setup sheet has multiple sheet name. For Kohldsn bedding setup sheet “Khol.com DSN Assortment” (See Figure 5-2), you need to create two setup sheet templates “Bedding 1” for “DSN” and “Bedding 2” for “Assortment COPY”. (See Figure 5-3)

Khol.com DSN Assortment.xlsx - Microsoft Excel

MSRP Suggested Retail (\$)

1	VENDOR NAME:																		
2	KOHL'S BUYER NAME:		DENISE TARNOWSKI/SARA KRUM		*NOTE: PLEASE FILL OUT DSN TAB AND ASSORTMENT COPY TAB														
3	DEPARTMENT:																		
5	Key:		column headers	Vendor responsible for completing Kohl's Internal Use Only, Kohl's will complete															
10	PRODUCT & FULFILLMENT INFO										KOHL'S PRICING INFO								
11	No.	Brand	Vendor Style #	UPC	Description	Size	Color	Inventory Available Date (MM/DD/YYYY)	Shipping Location (State Abbr)	Domestic Cost (\$)	Handling Charges (\$)	MSRP Suggested Retail (\$)	MAP Retail (\$)	Buger Determin Retail (\$)					
12	1	Madison Park	MPE10-089	675716621858	Cole 7 Piece Complete Bed Set	Twin	Other	10/12/2015	CA	\$43.45	\$0.87								
13	2	Madison Park	MPE10-090	675716621865	Cole 9 Piece Complete Bed Set	Full	Other	10/12/2015	CA	\$48.95	\$0.98								

DSN Assortment COPY

Figure 5-2

Setup Sheet Template

Template Name: Customer: Starting Row:
 Sheet Name: Sequence No.: Starting Column:

Template Name: Customer:

Items:2 Page number:1/1 Paginal:20 items

Select	Delete	Template Name	Sheet Name	Customer	Starting Row	Starting Column	Sequence No.	Last Updated
		Bedding 1	DSN	KOHLDNSN	11	1	1	1/27/2016
		Bedding 2	Assortment Copy	KOHLDNSN	1	2	2	1/25/2016

Figure 5-3

- **Starting Row:** It means which row starts to have column name in the Excel. E.g. For Kohldsn Bedding setup sheet template “Bedding 1”, the starting row is 11 (See Figure 5-4)

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11	No.	Brand	Vendor Style #	UPC	Description	Size	Color	Inventory Available Date (MM/DD/YYYY)	Shipping Location(State Abbr)	Domestic Cost (\$)	Handling Charges (\$)
12											
13											

Figure 5-4

- Starting Column:** It means which column starting to have item information and default to 1 such as Kohldsn Bedding setup sheet template “Bedding 1” (See Figure 5-4). If original customer setup sheet has beginning hidden 2 column A and B such as BBB 2nd Form - long form.xls (See Figure 5-5), Starting Column is “3”, the setup sheet preview will be like Figure 5-6.

	C	D
1	BED BATH & BEYOND	For...
2	NOTE: Please ensure that macros are enabled. Begin by entering a Primary UPC; use 9999 for Dummy UPC.	Vendor Name:
3		Vendor Number:
4		Date (MM/DD/YY):
5		System of Measure:
6	Item Information Form	
9		
10	Primary UPC	Additional UPCs

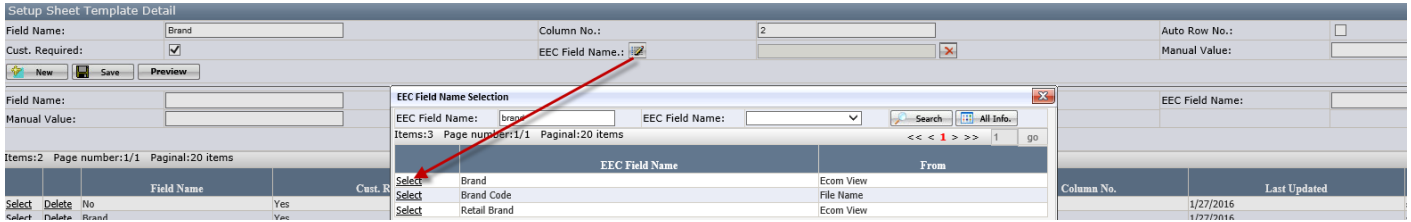
Figure 5-5

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6						
7						
8						
9						
10			Primary UPC	Additional UPCs	Case Pack	Buy Units
11						

Figure 5-6

- Sheet Name:** It is required and is the exported excel sheet name (See Figure 5-7)
- Sequence No.:** It’s the sheet sequence no shown in the exported excel if you select multiple setup sheet templates to export.

- c) Put a check for **Cust. Required** if this field is required for the customer setup sheet.
- d) Select **EEC Field Name** by clicking to open the EEC Field Name Selection page if the field name is getting from EEC specified field. In the selection page, find EEC Field Name and click Select.



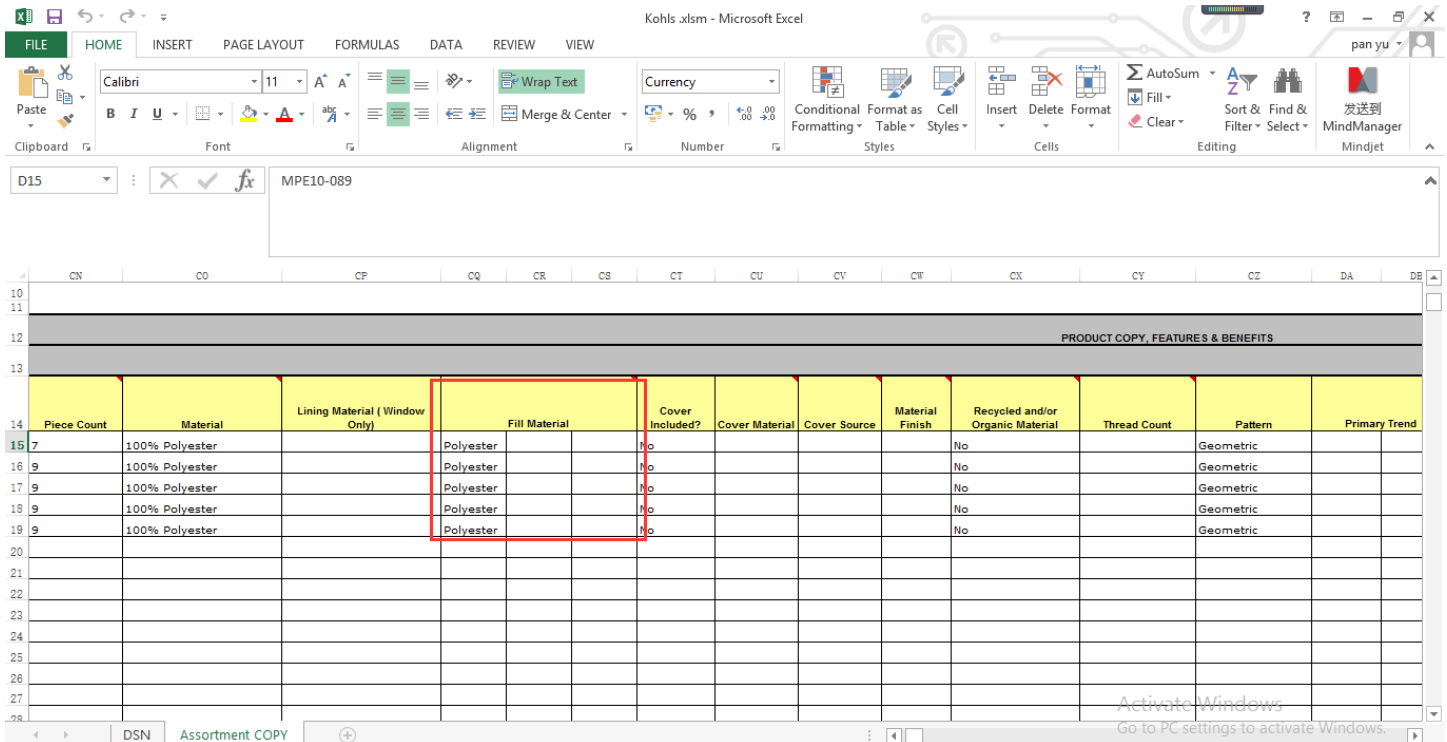
- Ecom View: It is the existing EEC fields added by EEC Help Desk. If it is missing, please send email to eechelpdesk@syncsoftinc.com
 - Field Name: It is from [Field Name Page](#).
- e) Enter **Manual Value** if the field name in customer setup sheet always has the same value such as “Yes” or “No” For example, “Recycled and/or Organic Material” in Assortment COPY of KOHLDSN, the value is always “No”. Therefore, the user enter “No” in Manual Value. When exporting to in Assortment COPY of KOHLDSN Setup Sheet, all item have the value “No” in this field.
 - f) Click **Save** to save the field name.

Note:

- **Column No.:** It is column no where the field name will be shown in customer setup sheet. The first field added to be template Default to 1. And will auto add 1 when user clicks New Button and allow the user to make the change

Field Name	Column No	After Delete Field B		After insert D with Column No 2 between A and C	
		Field Name	Column No	Field Name	Column No
A	1	A	1	A	1
B	2	B	2	B	2
C	3	C	2	D	2
				C	3

- **Cust. Required:** If it is checked, the preview of the Field Name is highlighted in orange color in the preview (See [Setup Sheet Preview](#)) or the exported setup sheet.
- **Setup Sheet Special Cases:**
 - **Merged Field Names:** If the customer setup sheet has the merged cells in the Excel such like Kohl’s and the user has to add three field names such as “Fill Material 1”, “Fill Material 2”, “Fill Material 3” in the **Detail** of Kohldsn Setup Sheet Template.



- **Hidden Field Names:** If customer setup sheet has hidden Fields in the Excel and the user has to add those hidden field names as well in order to have the customer to get the correct data from system generated Setup Sheet. E.g. such as BBB 2nd Form - long form for column AN (field Name “What is the Destination Country?” and column AQ (“Country”))

Primary UPC	Customization Available?	Customization Availability by Country?	Type of Customization?	Country of Origin	Describe Fabrication content (Include % if multiple fibers) Must total 100%
675716712273	Customization Not Available			China	100% Cotton

4) Click **Preview** to preview the setup sheet

No	Brand	Vendor Style #	UPC	Description	Size	Color	Inventory Available Date (MM/DD/YYYY)	Shipping Location(State Abbr)	Domestic Cost (\$)	Handling Charges (\$)	MSRP Suggested Retail (\$)

6. How to maintain Item Setup Rule

- 1) Select the business unit “EComDropShip”, select Product Resource→Customer



2) Select the customer

Customer

Customer Profile | Process Type | Financial Profile | Ship To | Vendor Agrmt. | Team Setting | Additional Info. | Item Setup Rule | Updating Hist.

Customer Type: Standard Business Unit: EComDropShip Sales Rep.: Licensee
 Customer Code: KOHLDSN Address 1: N56 W17000 Ridgewood Drive Contact: Chad Melnick Final Cust.
 Customer Name: Koh's.com Address 2: Job Description: Fashion Bedding Buyer Cust-Item Req.
 Cust. Short Name: KLC Address 3: E-Mail Contact: chad.melnick@kohls.com Display In BYOA
 Alt. Cust. Name: City: Menomonee Falls Business Phone: 262-703-7000 Item Upload Check
 Alt. Address: State/Province: WI Business Fax: Inside Customer
 Shipment ID Prefix: EE Postal Code: 53051 Mobile:
 Status: Active Country: USA Web Site: https://www.connection.kohls.cc
 Language: English SAP Cust. Code: Supplier: E&E

New Save Copy Delete

Customer Type: Alt. Cust. Name: Sales Rep.:
 Customer Name: koh Customer Code: Cust. Short Name:
 Status: Active Language: SAP Cust. Code:

Items: 1 Page number: 1/1 Paginal: 20 items Search All Info.

Customer Name	Alt. Customer Name	Customer Type	Customer Code	Short Name	Sales Rep.	Updated Date	Updated By
Koh's.com		Standard	KOHLDSN	KLC		2012/09/06	dilingxia@jachina.com

3) Click Item Setup Rule

Koh's.com

Customer Profile | Process Type | Financial Profile | Ship To | Vendor Agrmt. | Team Setting | Additional Info. | Item Setup Rule | Updating Hist.

Item Setup Rule:

Copy Desc.: Handing Fee%:
 Pending Setting: Pending: Brand: Division:
 Days: Restricted Setting: Restricted: Brand: Division:
 Priority:

Division	Status	Priority
Accent Pillow(ACCT)	Active	
Adult/Fashion Bedding(ADUL)	Active	
Apparel(APL)	Active	
Art(ART)	Active	
ArtUS(ARTU)	Active	
Basic Bedding(BASI)	Active	
Bath Accessories(BATH)	Active	
Blanket(BLK)	Active	
Decorative Accessories(DEC)	Active	
Design & Contract(BD)	Active	
Fabric(FAB)	Active	
Furniture-3(FUR)	Active	
Laurie Test1(laur)	Active	
Laurie Test2(lsz)	Active	
Pet(PET)	Active	
Rug/Flooring(RUG)	Active	
Sheets/Towels(SHET)	Active	
Stabilizer(ST)	Active	
Window(WIN)	Active	
Youth(YOUT)	Active	

Pattern Tier:

Division	Status	Tier1	Tier2	Tier3
Accent Pillow(ACCT)	Active			
Adult/Fashion Bedding(ADUL)	Active			
Apparel(APL)	Active			
Art(ART)	Active			
ArtUS(ARTU)	Active			
Basic Bedding(BASI)	Active			
Bath Accessories(BATH)	Active			
Blanket(BLK)	Active			

Kohl's.com

Customer Profile | Process Type | Financial Profile | Ship To | Vendor Agrmt. | Team Setting | Additional Info | Item Setup Rule | Updating Hist.

Item Setup Rule:

Copy Desc.: T1 Handling Fee%: 2

Pending Setting: T1

Pending: T2 Brand: Division:

Days: T3

- a) Select Copy description and enter Handling Fee%. For Kholdsn, enter 2.
- b) **Pending Setting:** For all customer excluding customer having Pending Setting, put a check for Pending, select Brand and Division and change the default 180 days if need it. If Days= 180, Today - Inventory Available Date > 180, EEC service will change the item setup status from "Pending" to "Open" for this customer. For Olliix, please do not do the Pending Setting here. EEC will hard code Olliix Pending Status Rules.

Pending Setting:

Pending: Brand: Division:

Days: 180

Restricted Setting:

Restricted: Brand:

Priority:

Division	Status
Accent Pillow(ACCT)	Active
Adult/Fashion Bedding(ADUL)	Active
Apparel(APL)	Active
Art(ART)	Active
ArtUS(ARTU)	Active
Basic Bedding(BASI)	Active
Bath Accessories(BATH)	Active
Blanket(BLK)	Active
Decorative Accessories(DEC)	Active
Design & Contract(BD)	Active
Fabric(FAB)	Active
Furniture-3(FUR)	Active
Laurie Test(laur)	Active
Laurie Test2(Is2)	Active
Pet(PET)	Active
Rug/Flooring(RUG)	Active
Sheets/Towels(SHET)	Active

Brand: [Dropdown list with multiple selection]

Division: [Dropdown list with multiple selection]

- Brand: The drop down list only list the brand has retail brand check and it's multiple selection
 - Division: It's multiple selection
 - Days: Pending Days excluding the customer
- c) **Restricted Setting: Put a check for Restricted, select Brand and Division**
 - d) **Division:** Set the priority for each division for the selected customer. Priority cannot be duplicated for 1 customer.

Division	Status	Priority
Accent Pillow(ACCT)	Active	1
Adult/Fashion Bedding(ADUL)	Active	
Apparel(APL)	Active	
Art(ART)	Active	
ArtUS(ARTU)	Active	
Basic Bedding(BASI)	Active	
Bath Accessories(BATH)	Active	
Blanket(BLK)	Active	
Decorative Accessories(DEC)	Active	
Design & Contract(BD)	Active	
Fabric(FAB)	Active	
Furniture-J(FUR)	Active	
Laurie Test(laur)	Active	
Laurie Test2(Is2)	Active	
Pet(PET)	Active	
Rug/Flooring(RUG)	Active	
Sheets/Towels(SHET)	Active	
Stablizer(ST)	Active	
Window(WIN)	Active	
Youth(YOUT)	Active	

e) **Pattern Tier:** Set Pattern Tier for each division. For quick setting, you can put the check for Tier 1 for all division and change the each division Tier

Pattern Tier:					
Division	Status	<input checked="" type="radio"/> Tier1	<input type="radio"/> Tier2	<input type="radio"/> Tier3	
Accent Pillow(ACCT)	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Adult/Fashion Bedding(ADUL)	Active	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Apparel(APL)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Art(ART)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
ArtUS(ARTU)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Basic Bedding(BASI)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bath Accessories(BATH)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Blanket(BLK)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Decorative Accessories(DEC)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Design & Contract(BD)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fabric(FAB)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Furniture-J(FUR)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Laurie Test(laur)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Laurie Test2(Is2)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pet(PET)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Rug/Flooring(RUG)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sheets/Towels(SHET)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Stablizer(ST)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Window(WIN)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Youth(YOUT)	Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Save Clear

4) Click Save