

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 use Ecom Item Master

- 1) Select Business Unit “EComDropShip” and click **New Ecom → Ecom Master → Ecom Item Master** to open the Ecom Item Master Page. If Business Unit is not EComDropShip and click Item Master List, system will give the message” This Page is used by EComDropShip Business Unit.”



Figure 2-1

- 2) Ecom Item Master

Item No.	UPC	Item Description	New!	Division	Product Category	Brand	Pattern	Retail Size	Primary Color	Selling Qty/Pack	Country Of Origin	Item Status	Repl. Status	Classification Code	Adhere to MAP	Last Updated	Updated By
<input type="checkbox"/> METEOR-TEST-2	675716629809	Description:	New	Bath Accessories	NORMAL PILLOW	Josie	eee 5555 ww		11111Zebra	2		Close-out	Repl	A+	No	3/8/2016	zhouyafei@syncsoftinc.com
<input type="checkbox"/> GREGTEST0307	675716629915	Greg	New	Basic Bedding	1 Letter		12312 12312 123131	108" Panel	Alpine/Chocolate	1		Active	Repl	A	No	3/8/2016	eechelpdesk@jlachina.com

Figure2-2

Search Criteria

- Date Type: Default to Last Update
- Start Date: Default to the Current Date – 7 days
- End Date: Default to the Current Date
- Special condition: Customer, Setup Status, Retail Status and Error.
 - a) If user only selects the Setup Status or Error, system will show the Items which related Customers have the same Setup Status or exist the Error.
 - b) If user selects both the Customer and Setup Status, system will show the Items which have the same Setup Status under the selected Customer.
 - c) If user selects both the Customer and Error, system will show the Items which have the error under the selected Customer.
 - d) If user selects both the Customer and Retail Status, system will show the items which have the Retail Status under the selected Customer.

Function Button

- New: Click it to open the new Item Detail Page. [\(See the Item Detail Page for detail\)](#)

- **Ecom Menu:** Click it to open the Ecom Menu Page and you can click Excel to down Ecom Menu. Since it contains item picture and item information, we recommend you to narrow down your search criteria first before clicking it. Besides, click the photo to open the Original picture and click the Excel Button to export the Excel.

Ecom Menu

New!	Photo	Brand	T1 Pattern Name	T2 Pattern Name	T3 Pattern Name	Item Description	Item No.	UPC	Unit Cost	w/Drop Ship	Ollix Standard Cost	Suggested Retail	Retail Size	Size Description	Primary Color	Material/Fabrication	Copy Description	Other Details	Selling Qty/pack	Selling Weight (lb/ea)	Country Of Origin	Repl Status	Inv. Avail. Date	Classification Code
New		Allen Roth	T1 Pattern Name	T2 Pattern Name	T3 Pattern Name	18" Snbal Delux Zipper Flc Fab	ECOM ITEM1	675716629816	100.00	105.00	78.75	200.00		!@#%&*..... &^() _-+ { } [: ; . , '] 【 = ~ ~ 1:1 2:2 3:3	Almond/Mink	Material Details	12222		2.00	1.75	PH	Repl	3/10/2016	A+

Figure 2-3

- **Setup Sheet:** Select one Customer and choose multiple Setup Sheet Templates if having multiple. ([See the Setup Sheet Template for detail](#))

The screenshot shows the 'Item Master List' interface. At the top, there are search filters for Item No., UPC, Division, Retail Brand, Product Category, Pattern, Start Date, End Date, Primary Location, Item Status, Repl Status, New!, Customer (set to BBBDROP), Setup Status, and Retail Status. A red callout bubble points to the Customer dropdown with the text 'Select the Customer and auto search'. Below the filters are tabs for 'New', 'Ecom Menu', 'Setup Sheet', 'MassUpload', 'Vendor Item', and 'History'. The 'Setup Sheet' tab is active, showing a table of items. A modal window is open over the table, listing two items: 'BBB Bedding 1' and 'BBB bedding 2 (Window)', each with a checkbox. An 'OK' button is at the bottom of the modal. The table below has columns for Item No., UPC, Item Description, New!, Division, Product Category, Brand, Classification Code, Adhere to MAP, Last Updated, Updated By, and Photo.

Figure2-3

Click the Ok to generate the combined Excel. (See the below Picture)

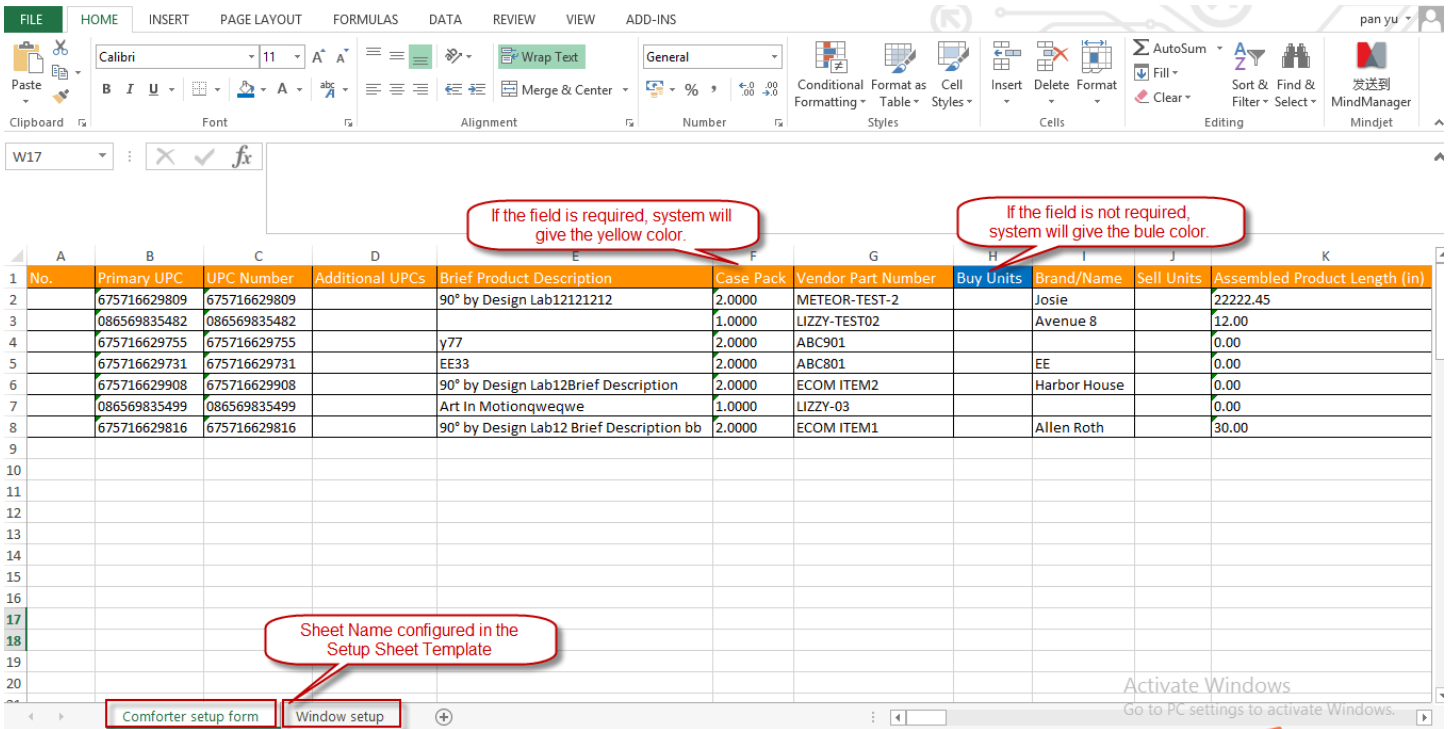


Figure 2-4

a) If it without selecting the Customer, system will pop up the warning "Please Select Customer First";

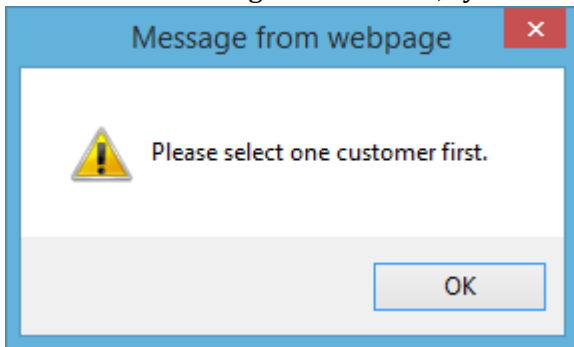


Figure2-5

b) If the selected Customer is not configured with Setup Sheet Template, system will pop up the warning "No Customer Template Configured!"

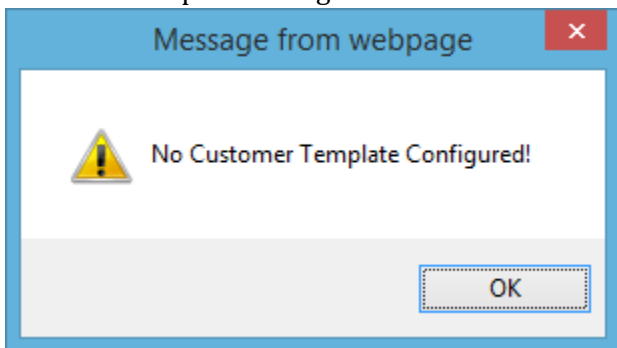


Figure2-6

c) If the selected multiple Setup Sheet Templates to down, the name of the exported excel is Customer Name_ Template Name1_ Template Name 2. e.g. If selected template Bedding 1 and Bedding2 (Window), the exported excel name is Kohl-_Bedding 1 _ Bedding2.xlsx



Figure2-7

- Mass Upload: Click it to open the Mass Upload Page. ([See the Mass Upload for detail](#))
- Vendor Item: Put a Check and click it to open the Vendor Item. System will pop up the warning “Please select one item” when user puts multiple checks or none.
- History: Put a Check and click it to open the History page. This History will record the changes of Item Master Fields.
- Excel: Click it to export the Excel File.

Grid

- Item No.: Click it to open Item Detail Page. ([See the Item Detail Page for detail](#))
- Item Description: Click it to open the Retail Item Detail. ([See the Retail Item Detail for detail](#))
- New!: If current date = < Init. Inv. Availi. Date + 14, it is New; otherwise, it is blank.
- Photo: You can click it to see the original picture.

3. How to go to Item Detail

- 1) Click **New** or click **Item No.** to open the Item Detail Page and there are two tabs.

3.1 Item Master

3.1.1 Common Part

Item Master		Retail Data							
Template:	All	Unit Cost:	100.00	Retail Brand:	90° by Design Lab12				
Item No.:	ECOM ITEM1	Unit Cost w/Drop Ship:	105.00	Pattern:	T1 Pattern Name T2 Pattern Name T3				
Division:	fang's division(FD)	Ollix Standard Cost:	78.75	Brief Description:	Brief Description bb				
UPC:	075716629816	Suggested Retail:	200.00	Product Family:	90° by Design Lab12 T1 Patter				
Description:	18" Snbal Delux Zipper Flo Fab	MSRP:	15.99	Collection Name:	90° by Design Lab12 T1 Pattern Name				
Material:	PB01	Pattern Type:		Retail Size:					
Product Category:	SHAM & BEDSKIRT(11)	Material Attr.:		Primary Color:	Almond/Mink				
Licensor:	Fancy Nancy	Item Status:	Active	Secondary Color:					
Brand:	Allen Roth	Item Status Date:		Thread Count:	0				
Size:	2000	Repl. Status:	Repl	GSM:	0				
Color:	Base Color	Init. Inv. Avail. Date:	3/10/2018	Other Detail:		Buyer:	Allisa Cian		
Classification Code:	A+	Selling Weight (lb/ea):	1.75	Product Weight (lb/ea):	10.00	Adhere to MAP:	<input type="checkbox"/>	BBB Placed:	<input type="checkbox"/>
Default Location:	Livermore.COM(LDC)	Selling L x W x H (in):	7.25x16.00x20.00	Product L x W x H (in):	30.00 x 20.00 x 10.00	Repl. Suspend:	<input type="checkbox"/>	Rework:	<input type="checkbox"/>
Primary Location:	Livermore.COM(LDC)	Selling Qty/Pack:	2	On/Off Season RSS:	6/3				
Size Description:	1:1 2:2 3:3	Copy Description:	12222 2 3	Care Instructions:	Care Instructions	Material Details:			
Retail Division:	Accent Pillow, Basic Bedding, Decorative Accessories, Pet You	Retail Product Category:	CLEANING ITEM, Do Not Use, COVERLET & BEDSPR SHEET / SHEET	Room Type:	Bedroom, Entry & Mudroom, Kids, Living & Family, Small Spaces	Life Style:	Animal, Cottage/Country, Mid-Century, Transitional		

Figure 3-1

- System will give the below warning message and also has * for the required Field when saving.

Item Master		Retail Data							
Template:	All	Unit Cost:		Retail Brand:	*				
Item No.:	*	Unit Cost w/Drop Ship:		Pattern:					
Division:	*	Ollix Standard Cost:		Brief Description:	*				
UPC:	* UPC	Suggested Retail:	*	Product Family:					
Description:	*	MSRP:		Collection Name:					
Material:	*	Pattern Type:		Retail Size:					
Product Category:	*	Material Attr.:		Primary Color:	*				
Licensor:		Item Status:	Active	Secondary Color:					
Brand:		Item Status Date:		Thread Count:					
Size:	*	Repl. Status:		GSM:					
Color:		Init. Inv. Avail. Date:	*	Other Detail:		Buyer:	*		
Classification Code:		Selling Weight (lb/ea):		Product Weight (lb/ea):		Adhere to MAP:	<input type="checkbox"/>	BBB Placed:	<input type="checkbox"/>
Default Location:	*	Selling L x W x H (in):		Product L x W x H (in):		Repl. Suspend:	<input type="checkbox"/>	Rework:	<input type="checkbox"/>
Primary Location:	*	Selling Qty/Pack:		On/Off Season RSS:					
Size Description:		Copy		Care Instructions:		Material Details:			

Message from webpage

An error occurred because one or more required fields have not been entered. The missing fields are identified by a red asterisk(*) on the right side of the textbox/dropdown list. Please enter the required fields and then retry the transaction.

OK

Figure3-2

- Unit Cost w/ Drop Ship: Default = Unit Cost * (1+5%) and allowed to modify. It is also allowed to enter 0. If the saved value which is not 0 or blank, the modified Unit cost has no affect for it.
- Ollix Standard Cost: Calculation rule is below
 - For Brand Hampton Hill bedding items, use unit cost w/ drop ship divided by 0.65.
 - For Pet division, Blanket division, Product Category: Mattress Pad (16) and Pillow (30), use unit cost w/

drop ship divided by 0.70.

3. For all other items, use unit cost w/ drop ship divided by 0.75.

If the item belongs to the above 1 and 2 rules at the same time, it will use unit cost w/ drop ship divided by 0.70 .

- MSRP: System will auto calculate the default value according to the below rule and allow the user to modify. It is also allowed to enter 0. If saved value which is not 0 or blank, the modified Suggest Retail has no affect for it.
 1. MSRP = Suggested Retail Price x (1+ percentage listed below base on brand).
 2. Echo - 40%, Harbor House Bedding - 40%, Harbor House Bath - 70%, Hampton Hill - 40%, Natori/N Natori/Josie - 40%, Met Home - 70%, INK+IVY - 70%, Woolrich - 70%, Bombay - 70%, All other brands - 70%.
- Init. Inv. Avail. Date: It's the item inventory available date. It affects item setup status which is "Pending". If Init. Inv. Avail. Date - Today >= N Days (N=Pending Days, most N=180), EEC Initialization service will auto change the status to "Open".
- Product Family: Click it to open the [Product Family Page](#). User can search the Product Family and select one Product Family for the Item.
 - a) If the Product Family is blank, system will give the warning (see the below picture) and auto generate the Product Family according to the Rule: Product Family = Retail Brand + T1 Pattern + Brief Description.

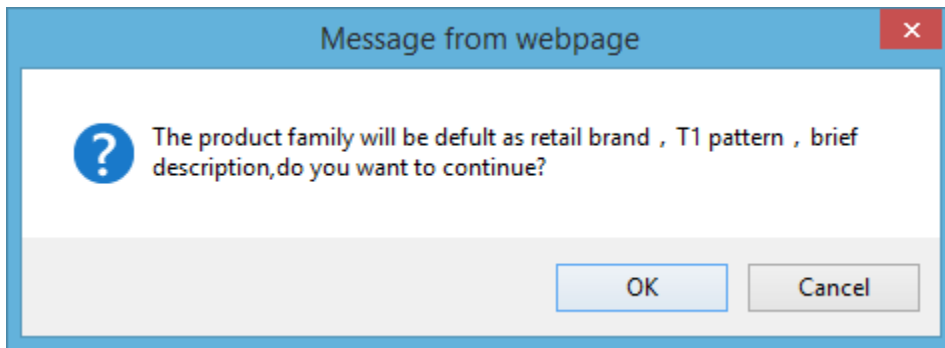


Figure 3-3

- b) Once generating the Product Family, system will grey out the Retail Brand, T1 Pattern and Brief Description.

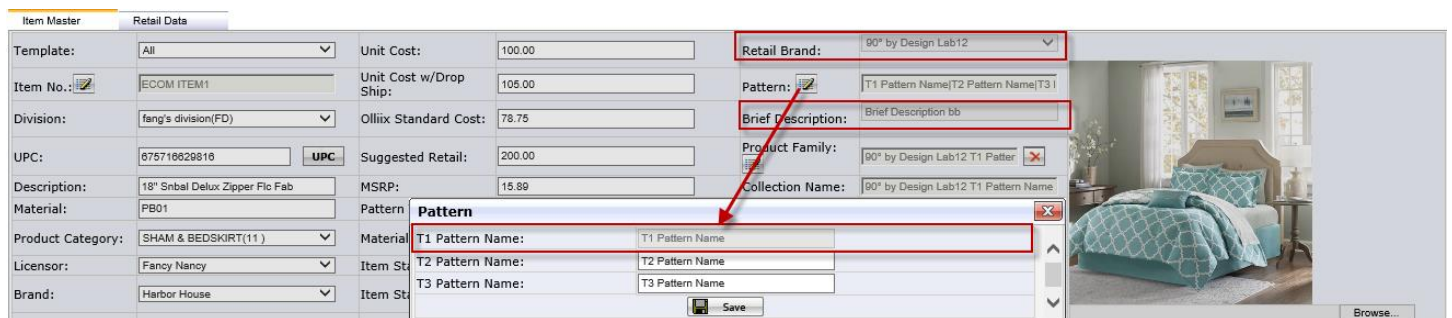


Figure 3-4

Figure 3-3

- Collection Name: The value depends on the selected Product Family and is only read.

- Product L x W x H (in): It's Product Length, Product Weight and Product Height. If the item contains the multiple items such as a comfort set, it is the main product dimension.
- On/Off Season RSS: It's On Season Safety Stock and Off Season Safety Stock
- Buyer: The user has the buyer role which is configured by eehelpdesk@syncsoftinc.com in **Administration → Privilege Setting**.
- Size Description: It's the combination of **Set Includes** Value and **Size Details** Value. Click the icon located at Size Description to open the **Size Description Page** and it have Set Includes and Size Details.

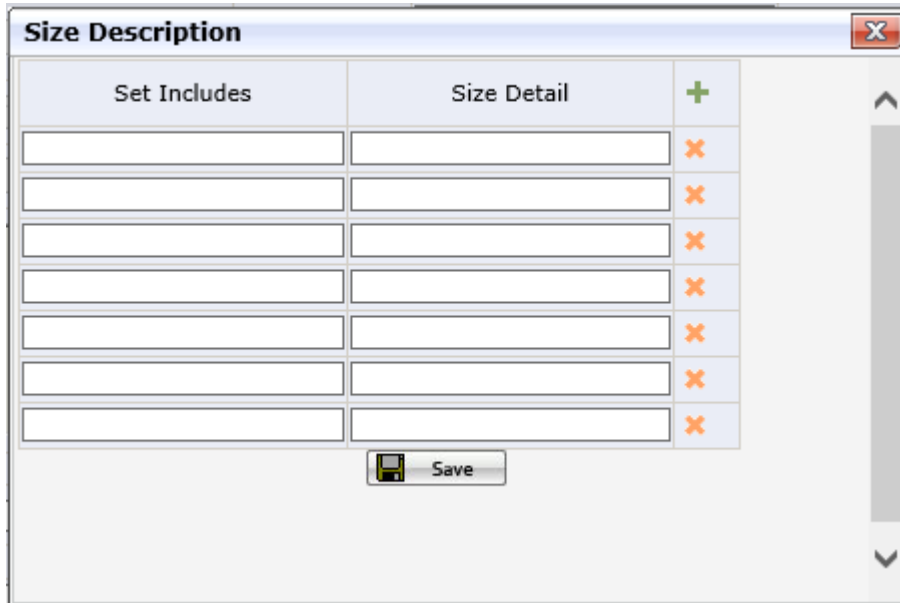


Figure 3-4

- Copy Description: Click it to open **Copy Description Page** which includes **T1 Copy Desc., T2 Copy Desc. and T3 Copy Desc.**
T1 Copy Desc. is required and click the Save Button, system will auto copy the T1 Copy Desc. for T2 Copy Desc. and T3 Copy Desc. T2 Copy Desc. And T3 Copy Desc. are allowed to be modified. If T1 Copy Desc has no value, system will give the warning message "T1 Copy Desc is required".

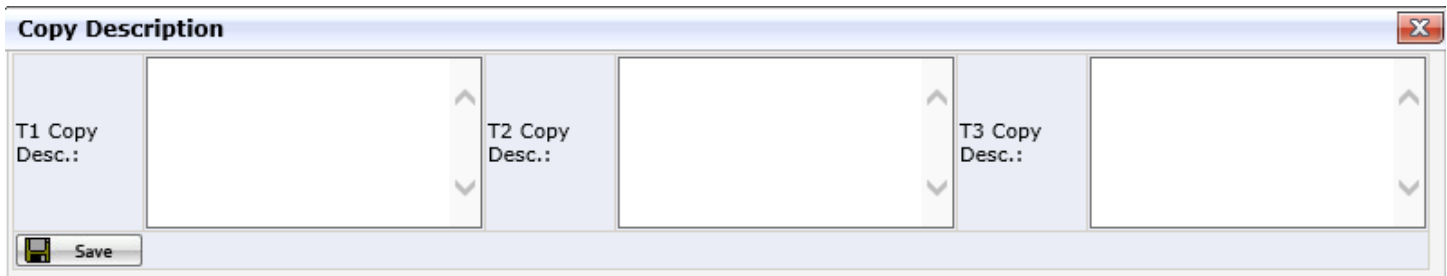


Figure 3-5

- Room Type, Life Style, Classification Code and Retail Product Category are maintain in Category Page to by clicking Category Button.

Category					
Retail Division	<input type="checkbox"/> Accent Pillow	<input type="checkbox"/> Adult/Fashion Bedding	<input type="checkbox"/> Apparel	<input type="checkbox"/> Art	<input type="checkbox"/> ArtUS
	<input type="checkbox"/> Basic Bedding	<input type="checkbox"/> Bath Accessories	<input type="checkbox"/> Blanket	<input type="checkbox"/> Brand Marketing	<input type="checkbox"/> Decorative Accessories
	<input type="checkbox"/> Design & Contract	<input type="checkbox"/> Fabric	<input type="checkbox"/> Furniture	<input type="checkbox"/> Harbor House	<input type="checkbox"/> Lighting
	<input type="checkbox"/> Pet	<input type="checkbox"/> Rug/Flooring	<input type="checkbox"/> Sheets/Towels	<input type="checkbox"/> Stabilizer	<input type="checkbox"/> Window
	<input type="checkbox"/> Youth				
Retail Product Category	<input type="checkbox"/> Accent Chair	<input type="checkbox"/> ACCENT PIECES	<input type="checkbox"/> Alt. Graphics	<input type="checkbox"/> APL BOTTOM	<input type="checkbox"/> Alternative Wall Decor
	<input type="checkbox"/> APL TOP	<input type="checkbox"/> ASSORTMENT	<input type="checkbox"/> AWD	<input type="checkbox"/> BABYDOLL	<input type="checkbox"/> BAR CART
	<input type="checkbox"/> BAR STOOL	<input type="checkbox"/> Bath Accessory	<input type="checkbox"/> BATH RUG	<input type="checkbox"/> BATH TOWEL	<input type="checkbox"/> BDRM UPHOLSTERY
	<input type="checkbox"/> BEACH TOWEL	<input type="checkbox"/> BED	<input type="checkbox"/> BED ACCESSORIES	<input type="checkbox"/> BED SCARF	<input type="checkbox"/> Blanket
	<input type="checkbox"/> BED SKIRT&SHAM	<input type="checkbox"/> Bedroom Ensembl	<input type="checkbox"/> BEDROOM PACKAGE	<input type="checkbox"/> Bedroom Wood	<input type="checkbox"/> Canvas
Room type	<input type="checkbox"/> Living Room	<input type="checkbox"/> Dining Room	<input type="checkbox"/> Bedroom	<input type="checkbox"/> Home Office	
Life Style	<input type="checkbox"/> Antique	<input type="checkbox"/> French Country	<input type="checkbox"/> Modern	<input type="checkbox"/> Victorian	<input type="checkbox"/> Asian Influence
	<input type="checkbox"/> Garden	<input type="checkbox"/> Old World	<input type="checkbox"/> Animal	<input type="checkbox"/> Cape Cod	<input type="checkbox"/> Holiday
	<input type="checkbox"/> Retro	<input type="checkbox"/> Novelty	<input type="checkbox"/> Casual	<input type="checkbox"/> Hotel	<input type="checkbox"/> Shabby Chic
	<input type="checkbox"/> Coastal	<input type="checkbox"/> Colonial	<input type="checkbox"/> Lodge	<input type="checkbox"/> Southwestern	<input type="checkbox"/> Classic
	<input type="checkbox"/> Contemporary	<input type="checkbox"/> Natural	<input type="checkbox"/> Traditional	<input type="checkbox"/> Global	<input type="checkbox"/> Cottage
	<input type="checkbox"/> Mediterranean	<input type="checkbox"/> Tropical	<input type="checkbox"/> Nature	<input type="checkbox"/> Country	

Save

Activate

Figure3-6

- Primary Location: If the customer needs State, system will get the state code according to Primary Location.

3.1.2 Additional Part

AMAZON					
Avail For Import:	<input type="text"/>	Variation:	<input type="text"/>		
BBBDROP					
Assorted SKU:	<input type="text"/>	EPH L1:	<input type="text"/>	EPH L2:	<input type="text"/>
Freight Class:	<input type="text"/>	Item Compliant with Proposition 65:	<input type="text"/>	JDA Description:	<input type="text"/>
Rod Pocket Diameter:	<input type="text"/>	Solid/Pattern:	<input type="text"/>	Window - Hanging Technique:	<input type="text"/>
BONTON					
Imported vs. Made in USA:	<input type="text"/>				
CSNSTORES					
Style:	<input type="text"/>				
KOHLDSN					
Attribute Color:	<input type="text"/>	Closure:	<input type="text"/>	Cover Included:	<input type="text"/>
Fill Power:	<input type="text"/>	Fill Weight:	<input type="text"/>	Image/Sample:	<input type="text"/>
Kohl's Pattern:	<input type="text"/>	Kohl's Selling Channel Avail.:	<input type="text"/>	Piece Count:	<input type="text"/>
Product Source:	<input type="text"/>	Warranty Information:	<input type="text"/>	Waterproof:	<input type="text"/>
Ollix					
Fill Type:	<input type="text"/>	Finish:	<input type="text"/>	Shape:	<input type="text"/>
Topper Type:	<input type="text"/>				
WALMART					
Brand Code-Walmart:	<input type="text"/>	Components - Country of Origin:	<input type="text"/>	Factory ID:	<input type="text"/>
GPC Code:	<input type="text"/>	Reporting Hierarchy ID:	<input type="text"/>	Finer Categorizations:	<input type="text"/>

Activate Windows

Figure 3-6

- These fields are configured in the Customer Template Page. ([See the Customer Template for detail.](#)) If you want add or remove any field for a customer, please send email to eechelpesk@syncsoftinc.com
- Customer Name and Field Name both sort by sequence.

3.2 Retail Data

The screenshot shows the 'Retail Data' interface. At the top, there are search criteria fields: 'Item No.' (LS10-1144), 'Customer Code', 'Customer Item No.', 'Setup Stauts', 'Retail Stauts', and 'Priority'. Below these are function buttons: 'New', 'Delete', 'Copy', and 'History'. A 'Grid' button is also present. The main area is a table with the following data:

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
DESINC	BASC1011876	63.00	0.00	0.00	Artology Comforter	Setup	3/6/2016	Active			6	3/6/2016 8:20:53 PM	sunxiaohel@lachina.com
WALMARTDS	BASC1011876	0.00	0.00	0.00	Artology Comforter	Open	3/6/2016	Active		Error		3/6/2016 8:16:23 PM	sunxiaohel@lachina.com

Figure3-7

- **Search Criteria**

Item No. It's grayed out. It's the item no selected in Ecom Item Master.

- **Function Button**

New: Click it to open new Retail Item Detail. ([See Retail Data Detail for detail](#))

Copy: It's used to copy one customer item information to other customers. Put a check for a customer code and click Copy button, system will auto pop up the Customer Selection page and click OK. ([See Copy Function for detail](#))

History: Put a Check and click it to open the History page. It will record the changes of Retail Data Detail.

- **Grid**

Customer Code: Click it to open the Retail Data Detail. ([See Retail Data Detail for detail](#))

Error: Click it to open the Error Page for each customer.

Copy Function

- 1) Copy Pre-condition: The Setup Status of the selected customer is Setup and there isn't error.
- 2) Copy content
 - a) All fields in the Retail Data Detail will be copied, but some fields will be changed according to the different Rules.
 - b) Customer Code: It's the selected Customer Code.
 - c) Customer Price will auto calculate according to the below Rule if the customer price does not exist in item master's customer item page. If existing, it will use the existing customer price instead.
 - For DL=EEC Cost * (1+50%) If the Retail Status is out-close or donation, DL=EEC Cost * 0.5.
 - For Olliix= blank
 - For Kohl=Unit Cost
 - For Amazon and HSNDS= Unit Cost/ (1-10%)
 - For Macy's Division=Unit cost x 1.2 x 1.05
 - For Other customer except above= Unit Cost * (1+5%)
 - d) Customer Item No.: It is required.

If the Customer Code is DL, system will auto general the Customer Item No. according to the DL Rule Designer living customer item number name rule and it will grey out.

- i. 3-alpha Division SAP Code.
- ii. 3-alphanumeric Product Category SAP Code. If missing the SAP Code, system will give the warning" The Item doesn't have Product Category SAP Code"
- iii. 5-numeric system generated sequential #

Example: EEC Item No DFF1104-387 could become FURF1100387, FUR is furniture division SAP Code, Product Category SAP Code: F11, 00387 is the sequence no.

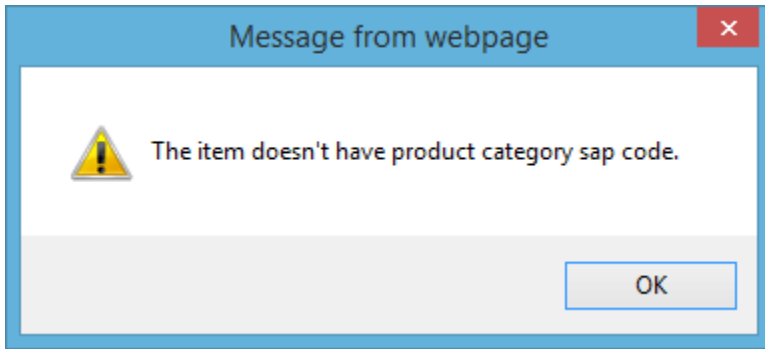


Figure 3-8

If the Customer Code is Ollix, system will auto general a N/A for Customer Item No.

If the Customer Code are other Customer, system will auto set the blank as the Customer Item No.

If the Customer Item No has existed in the Customer Item Page, system will auto attain the value from the Customer Item Page when copying or New.

- e) Retail Pattern will get the value according to the [Item Setup Rule](#) Configuration for each customer.
- f) Setup Status will default to open and Setup Status Date will default to current date and will be changed according to Setup Status changes.
- 3) If there is Customer Price existed in the Item Master, system will auto get the Customer Price from Item Master when copying.
- 4) When you copy from other Customer Item information, system will auto judge whether the required fields which are configured in the Customer Template have been filled. If it's not filled, there will be an error in the Error column in the Retail Data Page and you can click the Error to see the error detail.

Notes:

- Related Item and Dealer Qty/Pack will not be copied.
- The initial setup status of copy customer item is Open (Except the item which has been configured with Pending or Restricted in Item Setup Rule).

4. How to go to Retail Data Detail

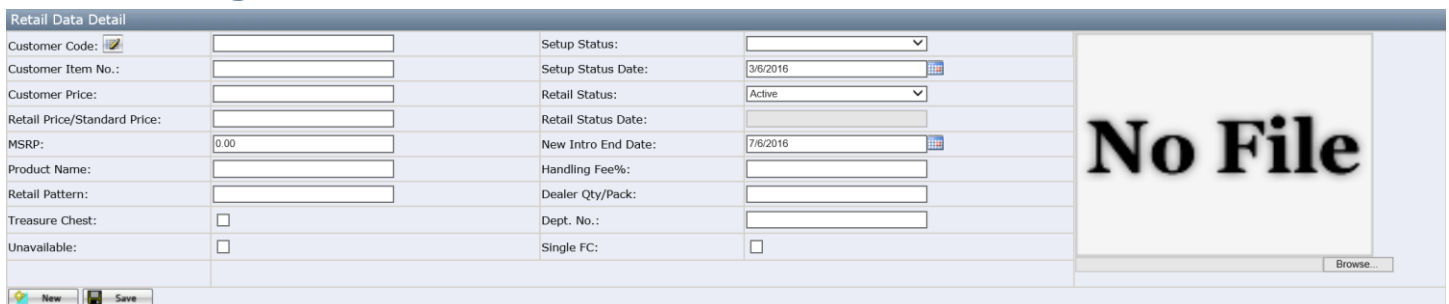


Figure 4-1

- 1) Click **Customer Code** or **New** to open the Retail Data Detail.
- 2) If missing the required field, system has * for that field when saving and also will give the below message



Figure 4-2

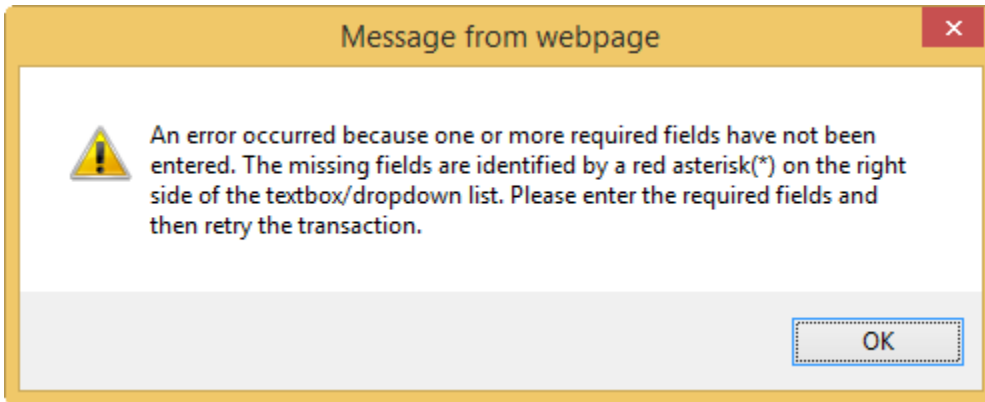


Figure 4-3

- 3) Click Save Button to save information.
 - a) If the user wants to change the Setup Status to Setup, system will auto judge whether there is an error or not. If existing an error, system fail to save the changes.
 - b) If the item Setup Status is Pending or Restricted according to [Item Setup Rule](#) , you cannot change to other setup status unless you change the [Item Setup Rule](#) first.
 - c) System will feed the item information and inventory to third part website such as Designer Living or Olliix website if the Setup Status is Setup and Retail Status is Active.
- 4) The Special Field explanation
 - Customer Code: Click it to open the Customer Selection Page.
 - Retail Price/Standard Price:
 - a) For DL it is the retail price selling in the DL website regular price if the regular price has no discount.
 - b) For Olliix, it is Olliix web site Standard Price.
 - MSRP: Get the value from Item Master and it's only read.
 - Product Name: Default to Retail Brand + Retail Pattern + Brief Description and it is required.
 - Retail Patten: Default value depends on Customer -->Item Setup Rule Configuration.
 - Retail Item and Dealer Qty/Pack will only be visible when the Customer Code is Olliix.
 - Handling Fee%: Default value depending on the configuration in the Item Setup Rule.
 - Retail Status: Default to Active.
 - Retail Status Date: Record the Date when the Retail Status changes to Discontinued.
 - Additional Images: It is visible for customer "Olliix" and "DESINC" and is allowed to add multiple images.
- g) Customer Price: If click the New to generate a new one, system will auto generate the Customer Price according to the Rule. if the customer price does not exist in item master's customer item page. If existing, it will use the existing customer price instead. ([See detail customer price rule](#))
- h) Related Item: It is visible only the Customer Code is Olliix and the click the iron which will be visible after saving to open the Related Item page.

Item No.	Description	Pattern	Size	Product Category	Retail Status	Setup Status
<input type="checkbox"/> FANG' ITEM	18" Snbal Delux Zipper Flc Fab	T1 Pattern Name aa T2 Pattern Name T3 Pattern Nam	2000	FABRIC SWATCH	Active	Setup

Figure 4-4

Setup Status

Setup Status business flow chart (except Olliix)

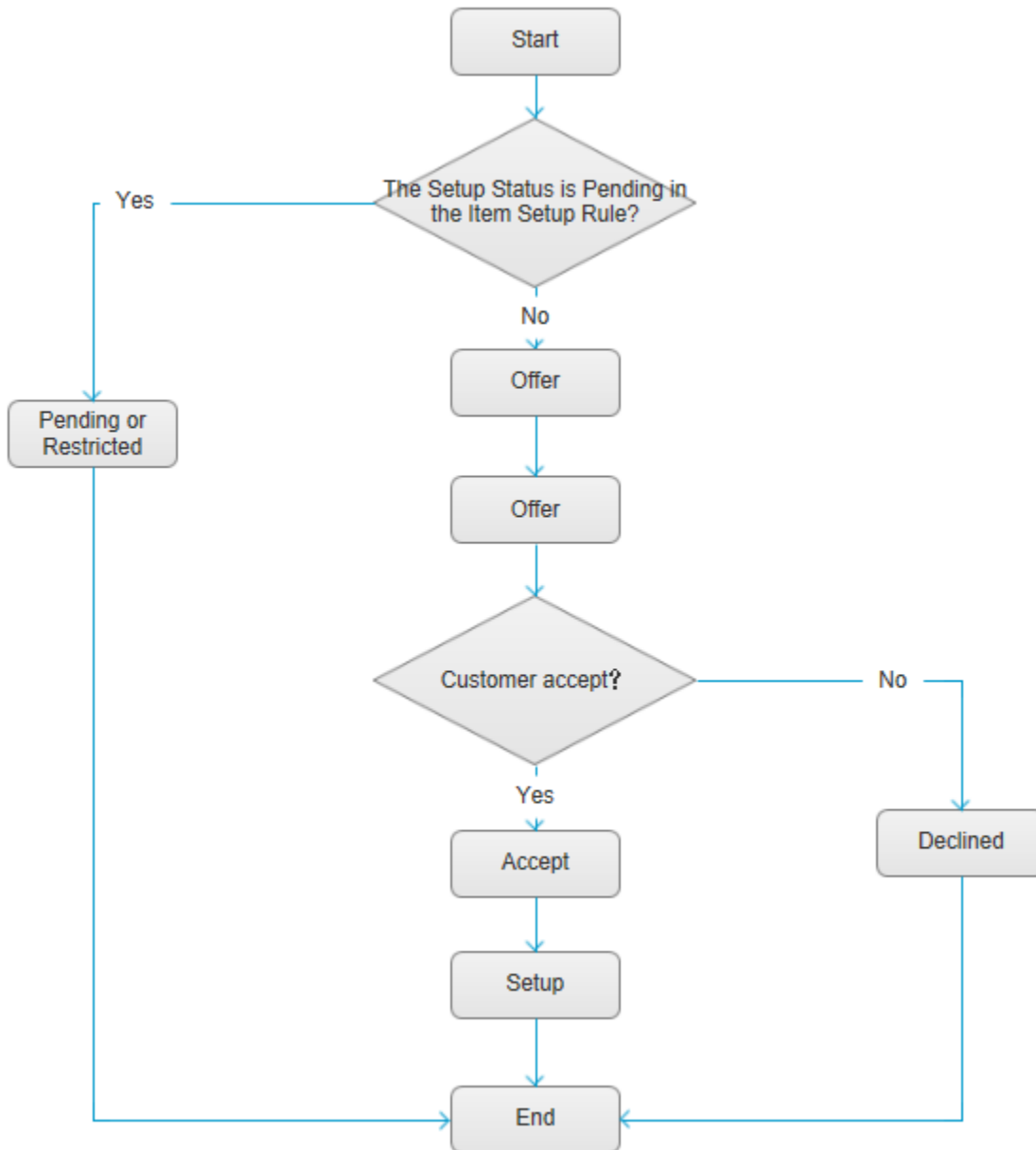


Figure 4-5

- a) Open: It means can be offered to customer.
- b) Offer: It means the item has been offered to customer.
- c) Declined: It means the item has been declined by customer.
- d) Accept: It means the item has been accepted by customer.
- e) Pending: It means the item will not be sold for the configured customer until Pending days over. The item will keep Pending Status if the Inv. Avail. Date + N days (Set up in the Item Setup Rule) >Current Date, Otherwise, default to Open.
- f) Restricted: It means the item is banned to sell.
- g) Setup: It means the item has already been sold. Only there isn't error and Setup Status is Pending or Restricted can change to Setup.

Setup Status business flow chart (for Olliix)

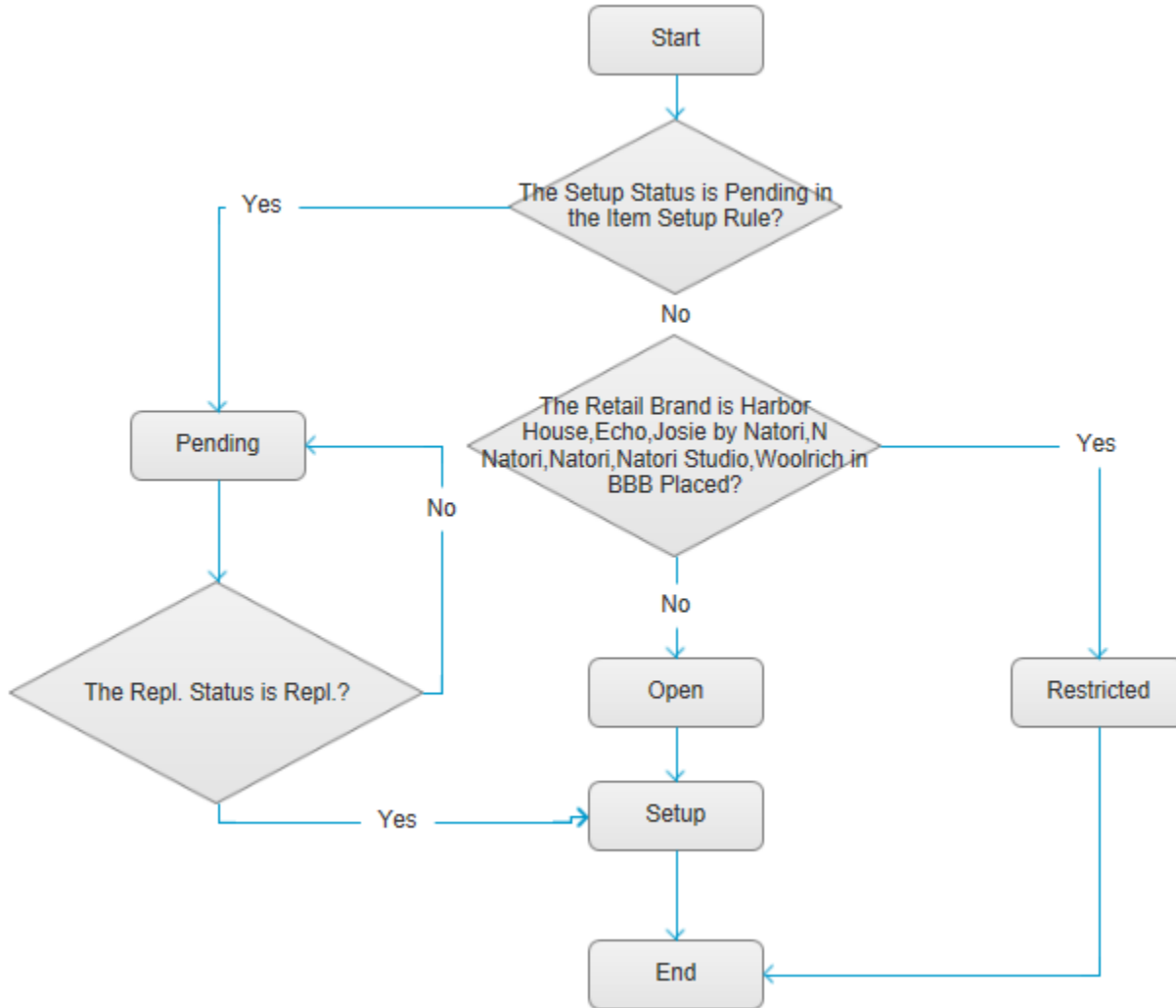


Figure 4-6

- If the Retail Brand is Harbor House, Echo, Josie by Natori, N Natori, Natori, Natori Studio, Woolrich in BBB Placed, system will not allowed to change to other Setup Status and only set as Restricted.
- If the Repl. Status is Repl., user can change the Setup Status from Pending to Setup.
- The Olliix configuration in the Item Setup Rule: all divisions (except the Furniture, Adult/Fashion Bedding), Classification Code is C, D, E and all Retail Brand (except INK+IVY) will be configured as Pending. The division which is Adult/Fashion Bedding, Classification Code which is C, D, E and Retail Brand which is all (except Bombay, Met Home) also will be configured as Pending. As a result, the configure could make sure that the Olliix Item which Classification Code is A or B or Division is Furniture or Division is Adult/Fashion Bedding and Retail Brand is Bombay or Met Home can change the Setup Status to Setup.

5. How to go to Retail Item Setup Status Report

- 1) Click **New E-com** → **Ecom Master** → **Retail Item Setup Status Report**
Search Criteria

Item Setup Status Report

Customer Code: [] Item No.: [] Division: [] Date Type: []
 Product Category: [] Retail Brand: [] Retail Pattern: [] Start Date: []
 Setup Status: [] Retail Status: [] Repl. Status: [] End Date: []
 Classification Code: [] Priority: [] Error: []

Setup Sheet [] Search [] All Info [] Excel []

Items: 295 Page number: 1/15 Page total: 20 items << < 1 2 3 4 5 6 / 8 9 10 ... >> 1 go

Item No.	Customer Code	Customer Item No.	UPC	Division	Product Category	Retail Brand	Retail Pattern	Brief Description	Size	Color	Classification Code	Setup Status	Setup Status Date	Retail Status	Retail Status Date	Repl. Status	Priority	BBB Placed	Error	Last Updated	Updated By	
ECOM ITEM2	RU			Window	FABRIC SWATCH	90° by Design Lab12		Brief Description bb	2000	Base Color	A+	Open	3/8/2016	Active		Non-Repl						
ECOM ITEM2	WALMARTDS		675716629908	Window	FABRIC SWATCH	90° by Design Lab12		Brief Description bb	2000	Base Color	A+	Open	3/8/2016	Active		Non-Repl	Yes	error	3/8/2016	fangfang@jlachina.com		
ECOM ITEM2	YANKEERETAIL		675716629908	Window	FABRIC SWATCH	90° by Design Lab12		Brief Description bb	2000	Base Color	A+	Open	3/8/2016	Active		Non-Repl	Yes		3/8/2016	fangfang@jlachina.com		
ECOM ITEM2	ECHODES		675716629908	Window	FABRIC SWATCH	90° by Design Lab12		Brief Description bb	2000	Base Color	A+	Open	3/8/2016	Active		Non-Repl	Yes		3/8/2016	fangfang@jlachina.com		

Figure 5-1

Item Information list

- Customer Code: Click it to open the Retail Data Detail.
- Error: Click it to open the Error Page.

Setup Sheet Function (See [the How to go to Item Master List](#))

6. How to Maintain Product Family

1) Click **Product Resources** → **Maintenance** → **Product Family**

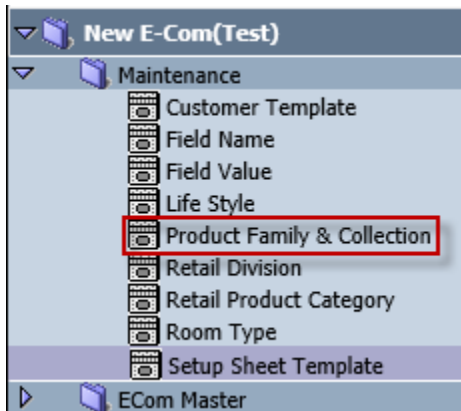


Figure6-1

2) Click the Select to choose one Product Family.

Product Family & Collection

Product Family: Collection Name:
 Retail Brand: T1 Pattern: Brief Description:

Product Family: Collection Name:
 Retail Brand: T1 Pattern: Brief Description:

Items:1:9 Page number:1/7 Paginal:20 items

Select	Delete	Product Family	Collection Name	Retail Brand	Tier 1 Patten	Brief Description	Ecom Item
Select	Delete	90° by Design Lab12 121212 Brief Description	90° by Design Lab12	90° by Design Lab12		121212 Brief Description	1
Select	Delete	90° by Design Lab12 Brief Description:	90° by Design Lab12	90° by Design Lab12		Brief Description:	1
Select	Delete	90° by Design Lab12 Brief Description:	90° by Design Lab111	90° by Design Lab12		Brief Description:	1
Select	Delete	90° by Design Lab12 1 5555	90° by Design Lab12 1	90° by Design Lab12	1	5555	2
Select	Delete	90° by Design Lab12 1111111111 12312313	90° by Design Lab12 1111111111	90° by Design Lab12	1111111111	12312313	2
Select	Delete	90° by Design Lab12 AA 121212	90° by Design Lab12 AA	90° by Design Lab12	AA	121212	1
Select	Delete	90° by Design Lab12 AA 121212 Brief Description	90° by Design Lab12 AA	90° by Design Lab12	a	121212 Brief Description	1

Click to open the related item page

Figure6-2

3) Generate the Product Family

- If user modifies the existed Product Family, system will auto use the modified result to march the current existed Product Family. If marching successfully, system will auto put the item under the Product Family; otherwise, system will auto generate new Product Family ID for the modified Product Family.
- If changing the Retail Brand or T1 Pattern or Brief Description, system will auto update all related Items.
- If the Item is related to the existed Product Family, system will auto update Retail Brand, T1 Pattern and Brief Description according to the related Product Family.
- If user wants to delete the Product Family, system will give the warning and auto judge whether has been used in the Item. If the Product Family has been used in any item, system will not allow to delete the Product Family.
- It is not allowed to set the T1 Pattern as blank.

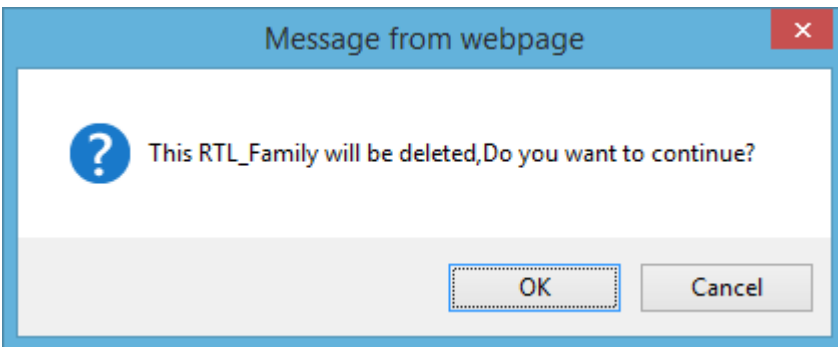


Figure 6-3

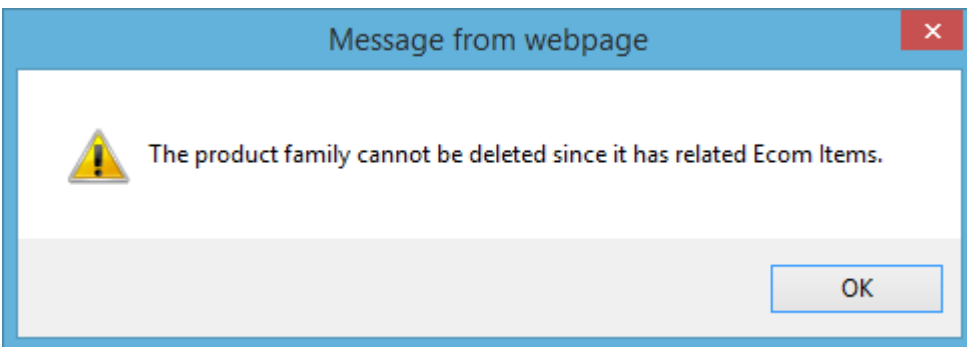


Figure 6-4

4) Related Item

- The number means how many related items there are.
- Click it to open Related Item Page to see details.

Item No	Primary Color	Retail Size	T1 Pattern	T2 Pattern	T3 Pattern	Item Status
ECOM ITEM1	Almond/Mink		T1 Pattern Name	T2 Pattern Name	T3 Pattern Name	Active
ECOM ITEM2	11111Zebra	10x20"	T1 Pattern Name aa	T2 Pattern Name	T3 Pattern Name	Inactive

Figure 6-5

7. How to Mass upload

1) Click **New E-com** → **Mass Upload**

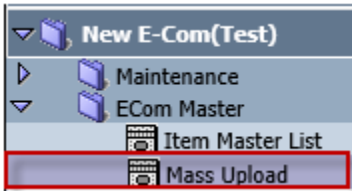


Figure7-1

2) Select a tab from 6tabs. Click the Template to load down the Excel Template. Different upload type has different Template. It is not allowed to change the excel template format. Otherwise, system will pop up the warning "Fail to upload due to the excel template format is wrong!"

- Any change by uploading will plus into the History.
 - If there is any error, system will show the error in the Grid.
 - Click the Error to open the Error Page for detail.
 - Click the File Name to open the uploaded excel.
- Classification Code should be fielded according to the Note.

File Name	Uploaded Date	Uploaded By	Total Errors
Classification Code.xlsx	02/15/2016 12:56:11	eechelpdesk@jlachina.com	Error
Classification Code.xlsx	02/22/2016 09:31:02	eechelpdesk@jlachina.com	Error
Classification Code.xlsx	02/22/2016 09:32:59	eechelpdesk@jlachina.com	Error

Figure7-2

Classification Code Template

Item No.	Classification Code	Note
		A+
		A
		B
		C
		D
		E

Figure 7-3

- Repl. Status

File Name	Uploaded Date	Uploaded By	Total Errors
Repl. Status (正确) .xlsx	03/07/2016 17:30:16	fuxiaodan@scmhome.com	
Repl. Status (Item no. 和 Repl status列名拼写错误) .xlsx	03/07/2016 13:51:18	fuxiaodan@scmhome.com	Error
Repl. Status (Invalid status REPL)大写.xlsx	03/07/2016 13:43:06	fuxiaodan@scmhome.com	Error
Repl. Status (重复的 item no.) .xlsx	03/07/2016 13:40:27	fuxiaodan@scmhome.com	Error
Repl. Status (正确) .xlsx	03/07/2016 13:32:22	fuxiaodan@scmhome.com	
Repl. Status (混合) .xlsx	03/07/2016 13:11:00	fuxiaodan@scmhome.com	Error

Figure 7-4

Repl. Status Template

Item No.	Repl. Status	Note
		TBD: to be determine
		Repl:Replenish
		Non-Repl: Not going to Replenish

Figure 7-5

- MSRP

Mass Upload					
Classification Code	Repl Status	MSRP	Setup Status	Retail Status	Product Name
Customer: <input type="text"/>					
Items:3 Page number:1/1 Paginal:20 items					
File Name	Uploaded Date	Uploaded By	Total Errors		
MSRP.xlsx	03/07/2016 10:18:47	liaosha@syncsoftinc.com	Error		
MSRP.xlsx	03/07/2016 10:18:02	liaosha@syncsoftinc.com	Error		
MSRP.xlsx	02/22/2016 10:35:42	eehelpdesk@jlachina.com	Error		

Figure 7-6
MSRP Template

Item No.	MSRP(\$)	Note
		MSRP should be a number with 2 decimal places

Figure 7-7

- **Setup Status Select the Customer Code first!**
If uploading Setup Status, system will auto judge whether Item Setup Status is Pending or Restricted in the Item Setup Rule. If Item Setup Status is Pending or Restricted in the Item Setup Rule, system will not allow to upload the Setup Status and pop up the warning “Fail to upload due to the Item Setup Status in Item Setup Rule is Pending or Restricted for Customer Code XXX ”.

Mass Upload					
Classification Code	Repl Status	MSRP	Setup Status	Retail Status	Product Name
Customer: <input type="text"/>					
Items:3 Page number:1/1 Paginal:20 items					
File Name	Customer	Uploaded Date	Uploaded By	Total Errors	
sheet Name wrong-1 wrong.xlsx	AKRHOM	02/24/2016 14:14:21	zhouyafei@syncsoftinc.com	Error	
Setup Status ok.xlsx	AKRHOM	02/24/2016 14:14:09	zhouyafei@syncsoftinc.com	Error	
Setup Status.xlsx		02/22/2016 10:36:50	eehelpdesk@jlachina.com	Error	

Figure 7-8
Setup Status Template

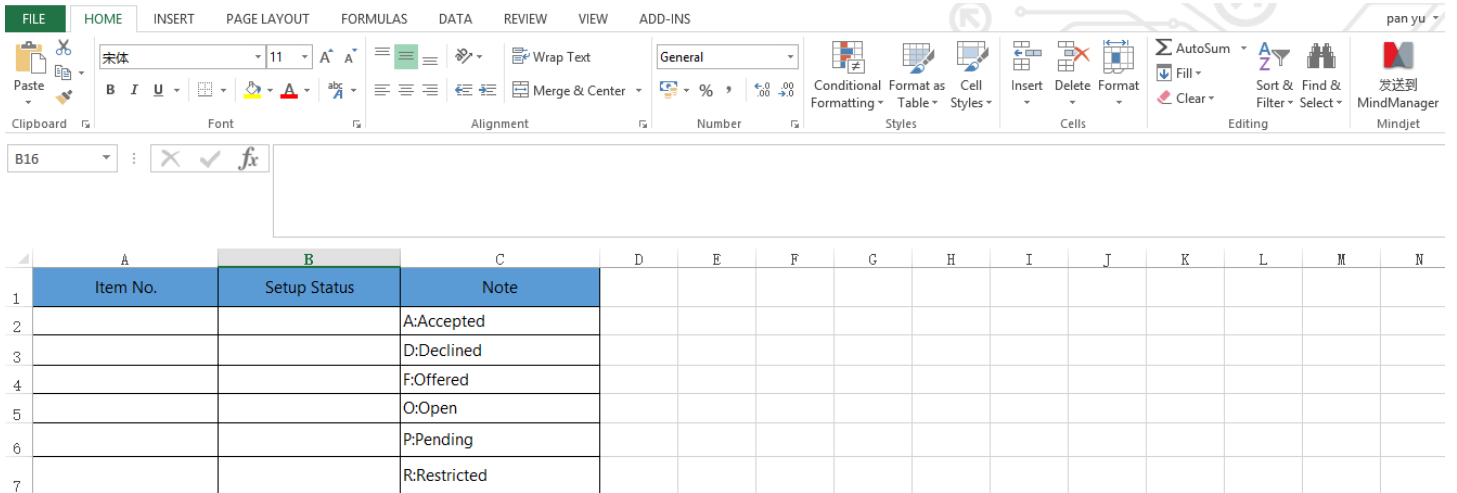


Figure 7-9

- Retail Status Select the Customer Code first!

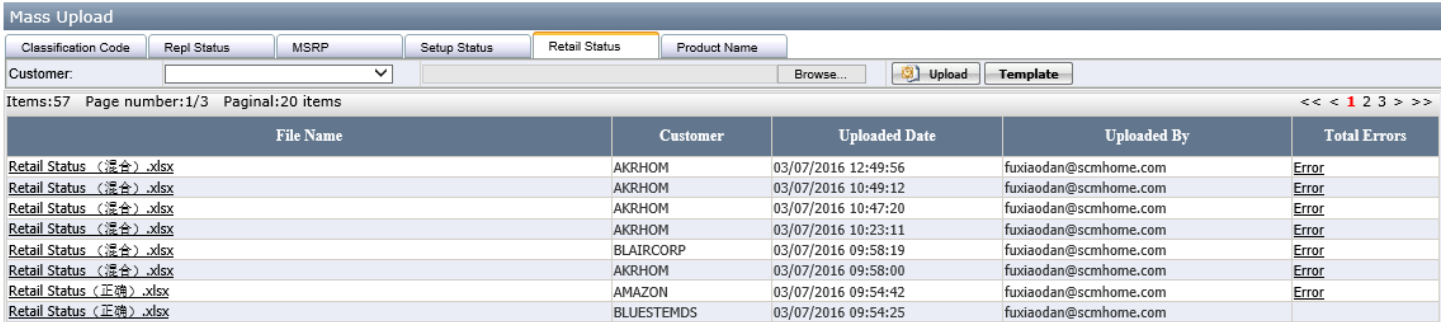


Figure 7-10

Retail Status Template

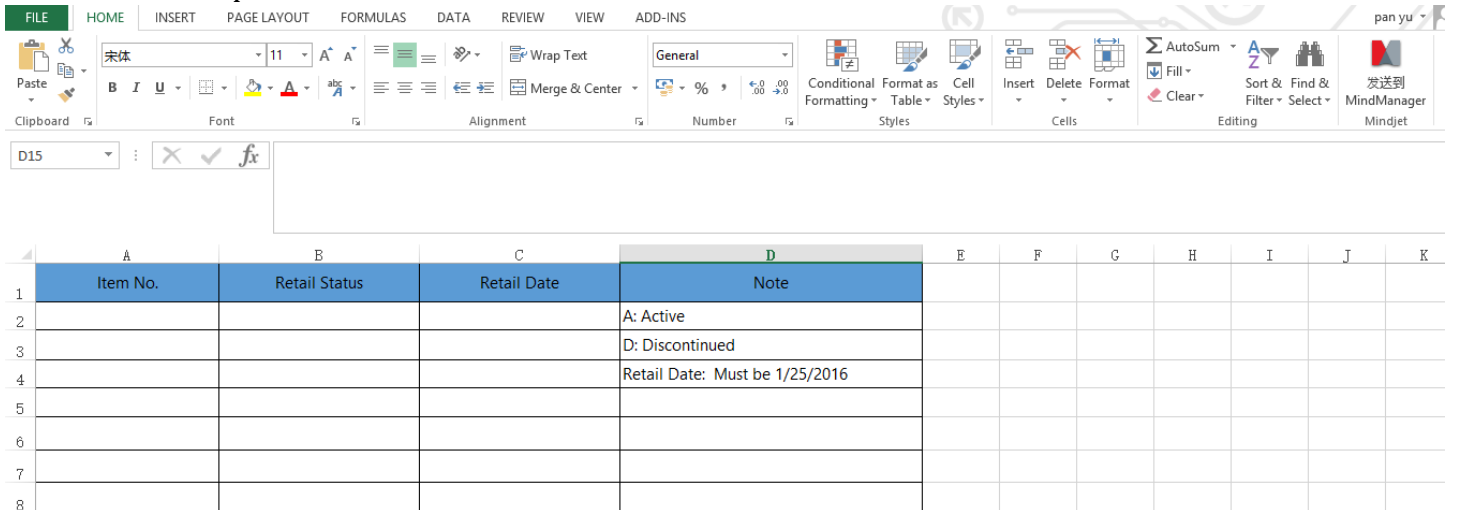


Figure 7-11

- Product Name Select the Customer Code first!

Mass Upload					
Classification Code	Repl Status	MSRP	Setup Status	Retail Status	Product Name
Customer: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> <input type="button" value="Template"/>					
Items:35 Page number:1/2 Paginal:20 items << < 1 2 > >>					
File Name	Customer	Uploaded Date	Uploaded By	Total Errors	
Product Name ok.xlsx	ANNADS	03/07/2016 17:30:37	zhouyafei@syncsoftinc.com		
Product Name ok.xlsx	ANNADS	03/07/2016 17:18:40	zhouyafei@syncsoftinc.com		
Product Name ok.xlsx	ANNADS	03/07/2016 17:18:16	zhouyafei@syncsoftinc.com		
Product Name ok.xlsx	ANNADS	03/07/2016 17:18:04	zhouyafei@syncsoftinc.com		
Product Name ok.xlsx	AKRHOM	03/07/2016 17:14:58	zhouyafei@syncsoftinc.com	Error	
Product Name ok.xlsx	ANNADS	03/07/2016 17:02:48	zhouyafei@syncsoftinc.com	Error	
Product Name ok.xlsx	ANNADS	03/06/2016 17:20:55	zhouyafei@syncsoftinc.com	Error	
Product Name ok.xlsx	ANNADS	03/06/2016 17:08:08	zhouyafei@syncsoftinc.com	Error	

Figure 7-12

Product Name Template

Item No.	Product Name	Note

Figure 7-13

- If the uploaded information is not right and need to correct, system will generate Error and plus the error information in the Error page. System will give the related warning in the Error Description. If the upload the Setup Status and the item Setup Status is Pending or Restricted, system will not allow upload successfully and pop up the warning “Fail to upload due to the Item Setup Status in Item Setup Rule is Pending or Restricted for Customer Code XXX.”

Errors		
Row No.	Item No.	Error Description
1		Miss the Item No. at Row 2.
2	yuxinguan	Item doesn't exist in Ecom Master.
3	FANG' ITEM	Invalid Status (E), please use the valid status.
4	PU10-001	Miss the Setup Status at Row 5
5	ECOM ITEM2	Duplicate Item No. at Row 7,8
6	ECOM ITEM2	Duplicate Item No. at Row 7,8

Figure 7-14

8. 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.

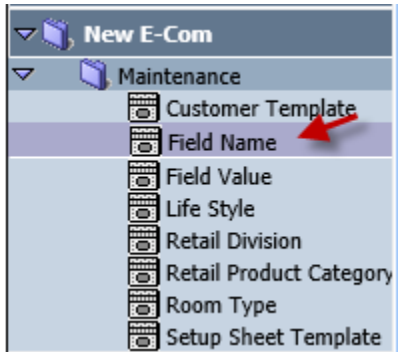


Figure 8-1

		Field Name	Type	Status	Last Updated	Updated By
Select	Delete	Assorted SKU	DropDown	Active	1/25/2016	sunxiaohe@jlachina.com
Select	Delete	Brand Code	Text	Active	1/26/2016	sunxiaohe@jlachina.com
Select	Delete	Closure	DropDown	Active	1/25/2016	sunxiaohe@jlachina.com

Figure 8-2

- 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.

		Field Name	Type	Status	Last Updated	Updated By
Select	Delete	Assorted SKU	DropDown	Active	1/25/2016	sunxiaohe@jlachina.com
Select	Delete	Attribute Color	DropDown	Active	1/25/2016	sunxiaohe@jlachina.com

Figure 8-3

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

9. 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.

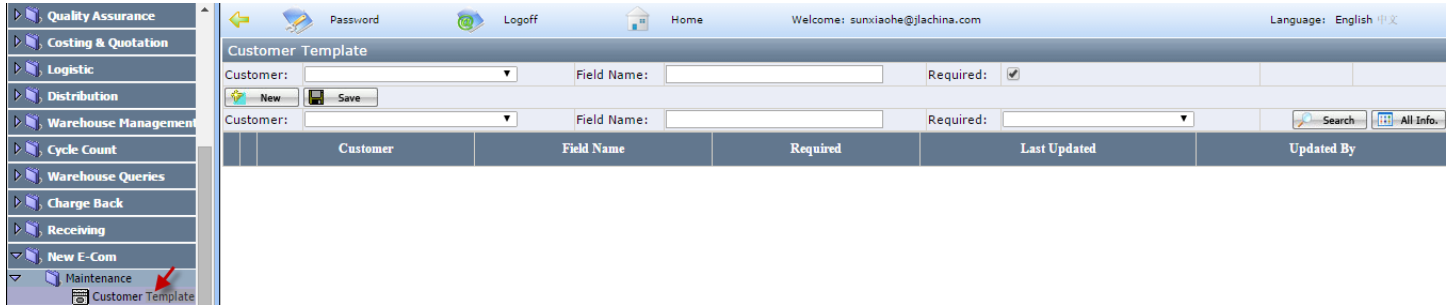


Figure 9-1

- 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:										
<input type="button" value="New"/> <input type="button" value="Copy"/> <input type="button" value="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@scmh.ome.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@scmh.ome.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@scmh.ome.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 9-2

10. 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.

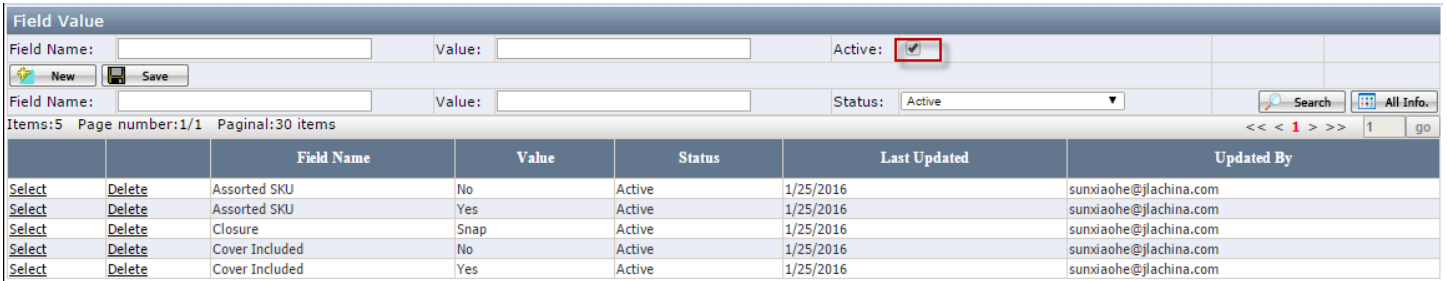


Figure 10-1

- 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](#).

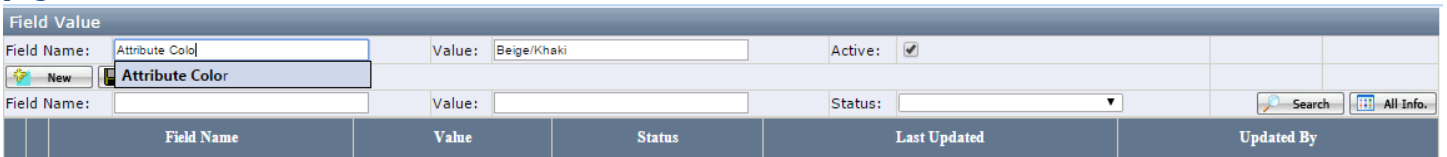


Figure 10-2

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.

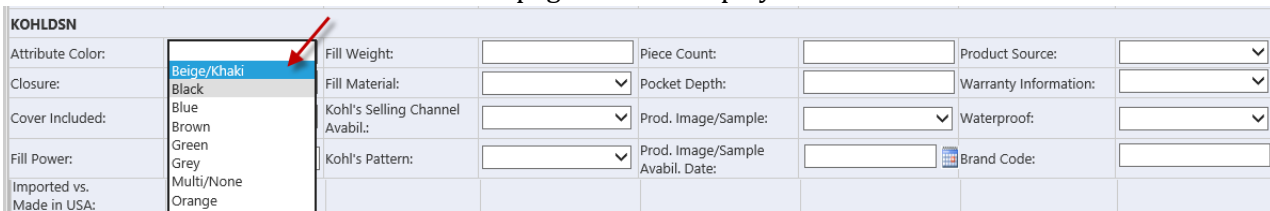


Figure 10-3

11. How to Maintain Setup Sheet Template

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

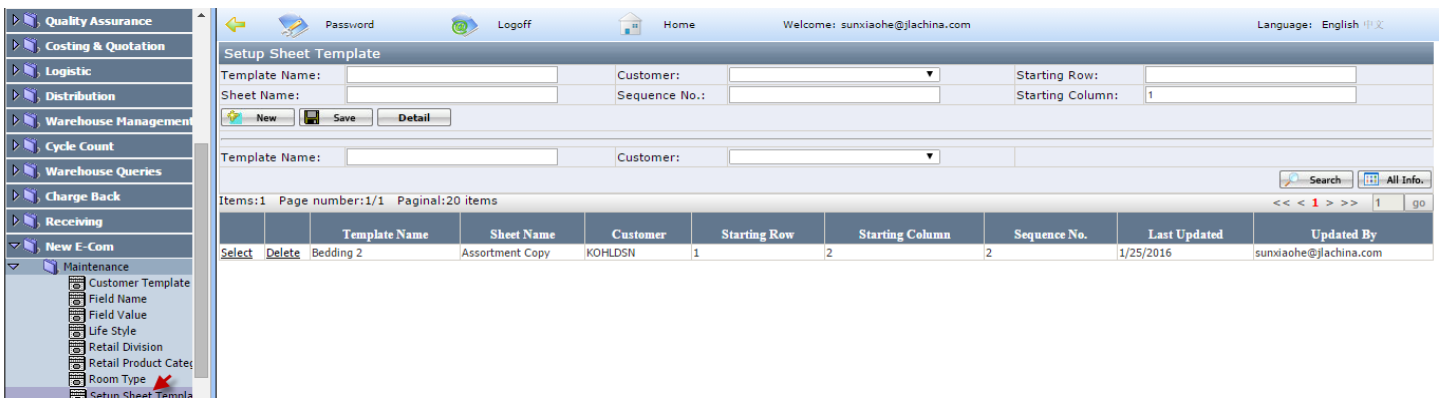


Figure 11-1

- 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:

Buttons: New, Save

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@jlachina.com

Figure 11-2

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 11-), you need to create two setup sheet templates “Bedding 1” for “DSN” and “Bedding 2” for “Assortment COPY”. (See Figure 11-)

Khol.com DSN Assortment.xlsm - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER TEAM

Clipboard Font Alignment Number Styles Cells Editing

L11 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:													
4														
5														
6														
7														
8														
9														
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 11-3

Setup Sheet Template

Template Name: Customer: Starting Row:

Sheet Name: Sequence No.: Starting Column:

Buttons: New, Save, Detail

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 11-4

- **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 11-)

	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 11-5

- Starting Column:** It means which column starting to have item information and default to 1 such as Kohlds Bedding setup sheet template “Bedding 1” (See Figure 11-). If original customer setup sheet has beginning hidden 2 column A and B such as BBB 2nd Form - long form.xls (See Figure 11-), Starting Column is “3”, the setup sheet preview will be like Figure 11-.

	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 11-6

	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 11-7

- Sheet Name:** It is required and is the exported excel sheet name (See Figure 11-)
- Sequence No.:** It’s the sheet sequence no shown in the exported excel if you select multiple setup sheet templates to export.

No.	Brand	Vendor Style #	UPC	Description
1	Madison Park Essentials	MPE10-089	675716621858	Cole 7 Piece Complete Bed Set
2	Madison Park Essentials	MPE10-090	675716621865	Cole 9 Piece Complete Bed Set

Figure 11-11

- 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.

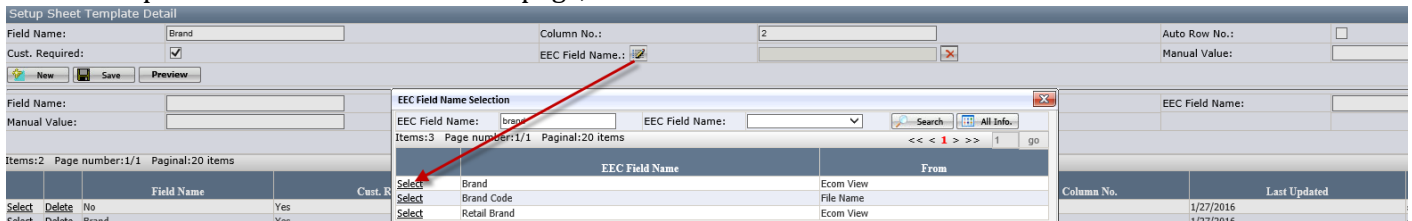


Figure 11-12

- 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	Field Name	Column No	Field Name	Column No
B	2	A	1	A	1
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.

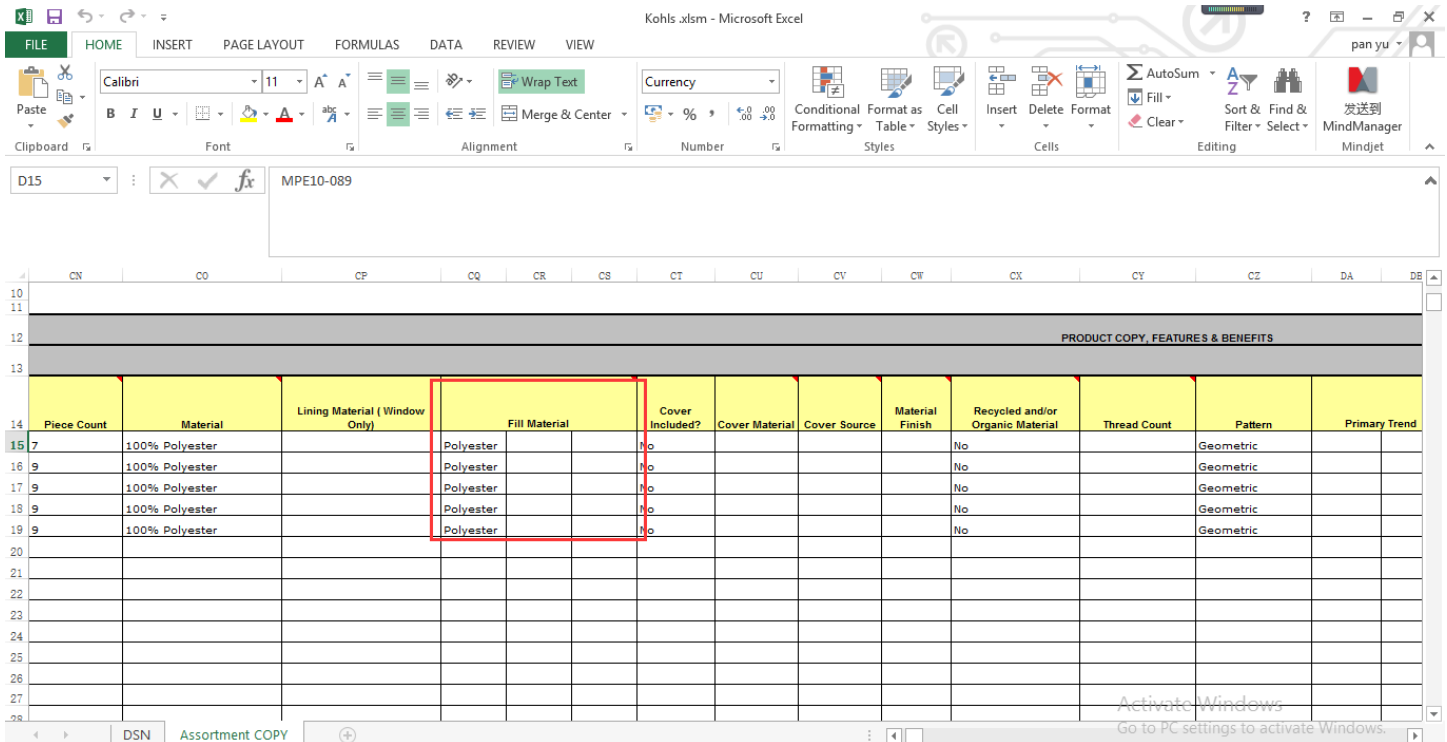


Figure 11-13

- **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”))

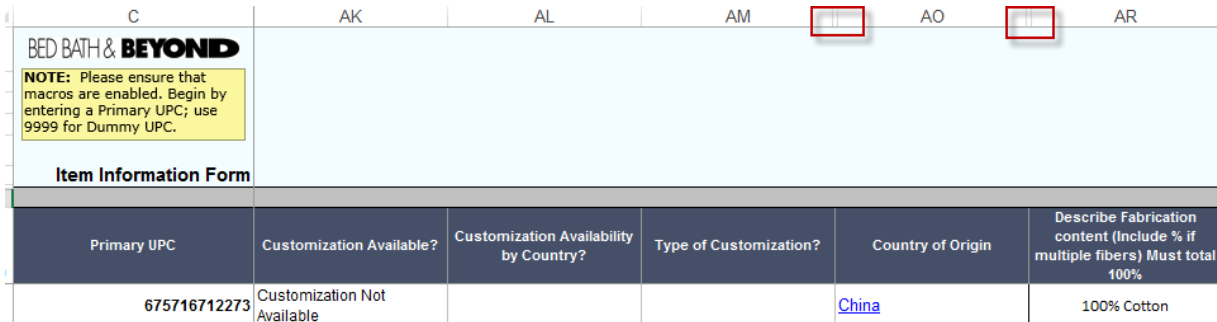


Figure 11-13

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 (\$)

Figure 11-14

12. How to maintain Item Setup Rule

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



Figure 12-1

- 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.:		<input type="checkbox"/> Licensee
Customer Code: KOHLDSN			Address 1: N56 W17000 Ridgewood Drive			Contact: Chad Melnick		<input checked="" type="checkbox"/> Final Cust.
Customer Name: Kohls.com			Address 2:			Job Description: Fashion Bedding Buyer		<input type="checkbox"/> Cust-Item Req.
Cust. Short Name: KLC			Address 3:			E-Mail Contact: chad.melnick@kohls.com		<input type="checkbox"/> Display In BYOA
Alt. Cust. Name:			City: Menomonee Falls			Business Phone: 262-703-7000		<input type="checkbox"/> Item Upload Check
Alt. Address:			State/Province: WI			Business Fax:		<input type="checkbox"/> 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		
<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>								
Customer Type:			Alt. Cust. Name:			Sales Rep.:		
Customer Name: koh			Customer Code:			Cust. Short Name:		
Status: Active			Language:			SAP Cust. Code:		
tems:1 Page number:1/1 Paginal:20 items							<input type="button" value="Search"/> <input type="button" value="All Info."/>	
Customer Name	Alt. Customer Name	Customer Type	Customer Code	Short Name	Sales Rep.	Updated Date	Updated By	
<u>Kohls.com</u>		Standard	KOHLDSN	KLC		2012/09/06	dilingxia@jlachina.com	

Figure 12-2

- 3) Click Item Setup Rule

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.: Handling Fee%:

Pending Setting:

Pending: Brand: Division:

Days:

Restricted Setting:

Restricted: Brand: Division:

Priority:

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

Pattern Tier:

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

Figure 12-3

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:

Pending: T1 Brand: Division:

Days: T2

T3

Figure 12-4

- 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.

Figure 12-5

- 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	

Figure 12-6

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 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(la2)	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

Figure 12-7

4) Click Save

13. How to Maintain Life Style

1) Click New E-com → Maintenance → Life Style

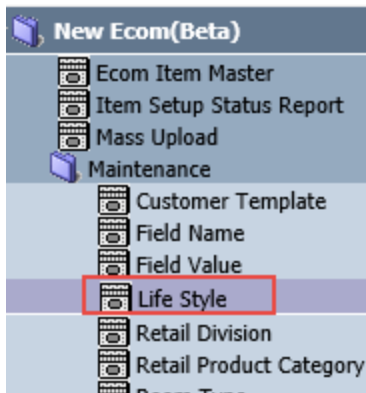


Figure13-1

2) Users can new/edit/delete Life Style Name and Life Style Description here, it's a property of the Ecom Item, the Life Style data in the Item Master → Category is from here, refer to Figure3-6.

Life Style

Life Style Name: Life Style Description:

Life Style Name: Life Style Description:

Items:16 Page number:1/1 Paginal:20 items

		Life Style Name	Life Style Description
Select Delete		Animal	
Select Delete		Asian Influence	
Select Delete		Casual	
Select Delete		Classic	
Select Delete		Coastal	
Select Delete		Cottage/Country	
Select Delete		Global Inspired	
Select Delete		Industrial	
Select Delete		Lodge/Cabin	
Select Delete		Luxury	
Select Delete		Mid-Century	
Select Delete		Modern/Contemporary	
Select Delete		Preppy	
Select Delete		Southwest	
Select Delete		Traditional	
Select Delete		Transitional	

Figure13-2

14. How to Maintain Room Type

- 1) Click **New E-com** → **Maintenance** → **Room Type**

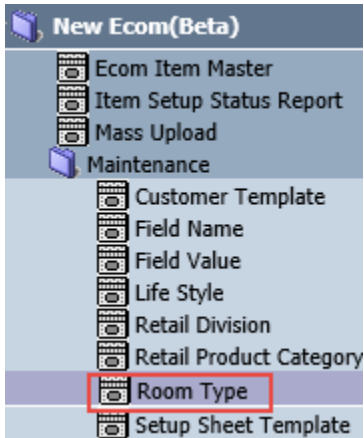


Figure14-1

- 2) Users can new/edit/delete Room Type Name and Room Type Description here, it's a property of the Ecom Item, the Room Type data in the Item Master→Category is from here, refer to Figure3-6.

Room Type

Room Type Name: Room Type Description:

Room Type Name: Room Type Description:

Items:9 Page number:1/1 Paginal:20 items

		Room Type Name	Room Type Description
Select Delete		Bathroom	
Select Delete		Bedroom	
Select Delete		Entry & Mudroom	
Select Delete		Home Office	
Select Delete		Kids	
Select Delete		Kitchen & Dining	
Select Delete		Living & Family	
Select Delete		Patio	
Select Delete		Small Spaces	

Figure14-2

15. How to Maintain Retail Division

- 1) Click **New E-com** → **Maintenance** → **Retail Division**

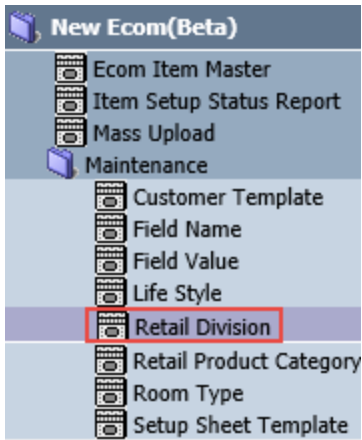


Figure15-1

- 2) Users can new/edit/delete Retail Division Name and Retail Division Description here. The Initial data is from Division. Retail Division is a property of the Ecom Item, the Retail Division data in the Item Master→Category is from here, refer to Figure3-6

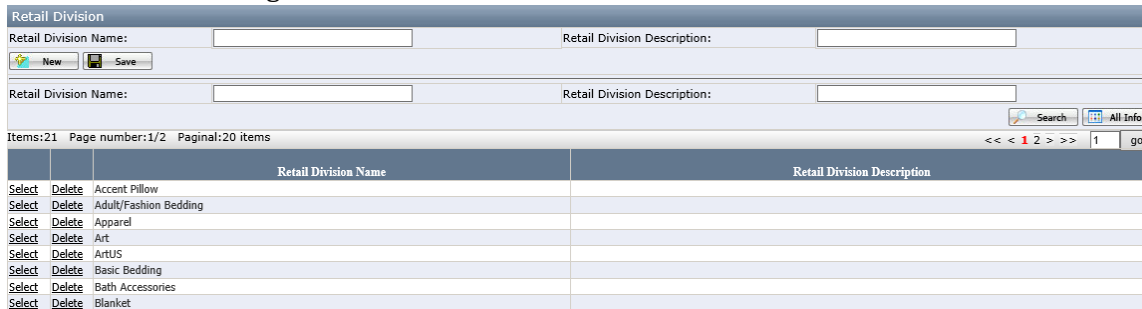


Figure15-2

16. How to Maintain Retail Product Category

- 1) Click New E-com →Maintenance → Retail Product Category

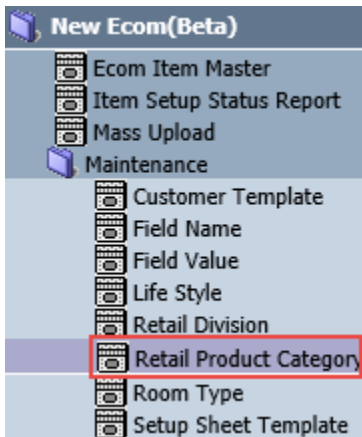


Figure16-1

- 2) Users can new/edit/delete Retail Product Category Name and Retail Product Category Description here. The Initial data is from Product Category. Retail Product Category is a property of the Ecom Item, the Retail Product Category data in the Item Master→Category is from here, refer to Figure3-6

Retail Product Category			
Retail Product Category Name:	<input type="text"/>		
Retail Product Category Description:	<input type="text"/>		
<input type="button" value="New"/> <input type="button" value="Save"/>			
Retail Product Category Name:	<input type="text"/>		
Retail Product Category Description:	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="All Info"/>			
Items:139 Page number:1/7 Paginal:20 items << < 1 2 3 4 5 6 7 > >> 1 go 			
Select	Delete	Retail Product Category Name	Retail Product Category Description
<input type="checkbox"/>	<input type="checkbox"/>	Accent Chair	
<input type="checkbox"/>	<input type="checkbox"/>	ACCENT PIECES	
<input type="checkbox"/>	<input type="checkbox"/>	Alt. Graphics	
<input type="checkbox"/>	<input type="checkbox"/>	APL ACCESSORIES	
<input type="checkbox"/>	<input type="checkbox"/>	APL TOP	

Figure16-2