

Request to add colorway

You can add a request to add a colorway. The style name is copied and cannot be updated. To do so, follow these steps:

1. Right-click the article you want then select “Request to add colorway” or click **Request to add colorway** from the lower part of the window, the following window appears:

The screenshot shows a mobile application interface with a sidebar on the left containing navigation icons like 'HOME', 'FAVORITES', 'COLLECTIONS', 'RESOURCES', 'MERCH', 'EXPORT', and 'SWITCH'. The main content area displays a list of items under the 'Accessories' category, including 'Adult Unisex', 'Basketball', 'Boys', 'Field Hockey', 'Girls', 'Mens', 'Unisex', and 'Womens'. A modal window titled 'Request To Add Colorway' is open over the list. The modal contains the following fields and options:

- MSRP:** 0.0000, with a red error message 'MSRP is required'.
- CUSTOMER:** Select, with a red error message 'Customer is required'.
- STYLE NAME:** ABCD-4.15.
- DIVISION:** Accessories, with a red error message 'Division is required'.
- MERCH DEPARTMENT:** Select, with a red error message 'Merch Department is required'.
- MERCH CLASS:** Select, with a red error message 'Merch Class is required'.
- MERCH SUB-CLASS:** Select, with a red error message 'Merch Sub-Class is required'.
- UNITS:** Units required, with a red error message 'Units is required'.
- COMMENTS:** Comments is required, with a red error message 'Comments is required'.
- GENDER:** Select, with a red error message 'Gender is required'.
- TECH PLATFORM:** Select, with a red error message 'Tech Platform is required'.
- MERCH MOMENTS:** Select, with a red error message 'Merch Moments is required'.
- SIGNATURE COLLECTION:** Select, with a red error message 'Signature Collection is required'.
- SUB-CATEGORY (END USE):** Select, with a red error message 'Sub-Category (End Use) is required'.

At the bottom of the modal, there are three buttons: 'CANCEL', 'SAVE AS DRAFT' (highlighted in orange), and 'SAVE'.

2. Enter the request attributes,
3. Add attachments, if you want,
4. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

The request thumbnail appears as shown in the below example:



Requests can then be approved or rejected.

Note:

- If the catalog is configured to copy the article price, the price of the original article is copied into a configured request attribute (MSRP) and the value cannot be updated.