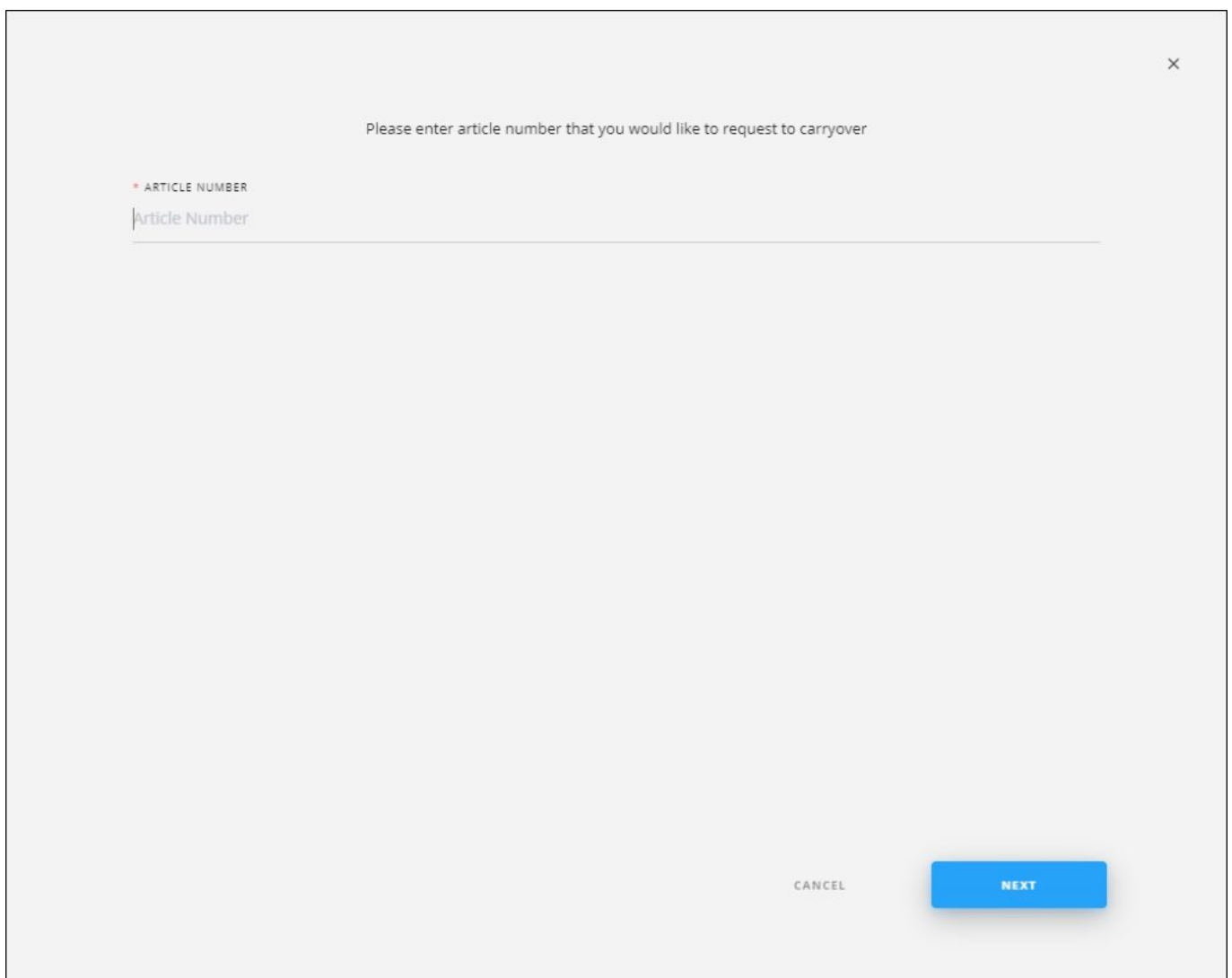


Add request for carryover article

You can add a request for an article carried over from any of the catalogs linked to the selected catalog. The last updated article in any of the linked catalogs is added. To add a carryover article request follow these steps:

1. Click **+ Article**, then select “Add Request for Carryover Article” and click **Next**, the following window appears:



The screenshot shows a light gray dialog box with a close button (X) in the top right corner. The main text inside the dialog reads: "Please enter article number that you would like to request to carryover". Below this text is a text input field with a red asterisk and the label "ARTICLE NUMBER" above it. The input field contains the placeholder text "Article Number". At the bottom of the dialog, there are two buttons: a "CANCEL" button and a blue "NEXT" button.

2. Enter the article number of the linked catalog, then click **Next**, the following window appears:

← Add Request For Carryover Article ×

• ADDITIONAL COMMENTS
Additional Comments is required

• APPROXIMATE UNITS
Approximate Units is required

• COMP STYLE ARTICLES 5520
Comp Style Articles 5520 is required

• GENDER
Select
Gender is required

• ARTICLE NAME
Sweatshirt

ADD ATTACHMENTS

Drag & drop file here

CANCEL SAVE AS DRAFT SAVE

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

The article is marked as shown below:



You can approve or reject the request by following the steps mentioned in “[Request Article Actions](#)”.

Note:

- If the catalog is configured, you can select a color for the placeholder image of the requested article.