

Request to add colorway

You can add a request to add colorway of an article. The article 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”, the following window appears:

← Add Request ×

* 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
Tshirt

ADD ATTACHMENTS
Drag & drop file here

CANCEL SAVE AS DRAFT 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.