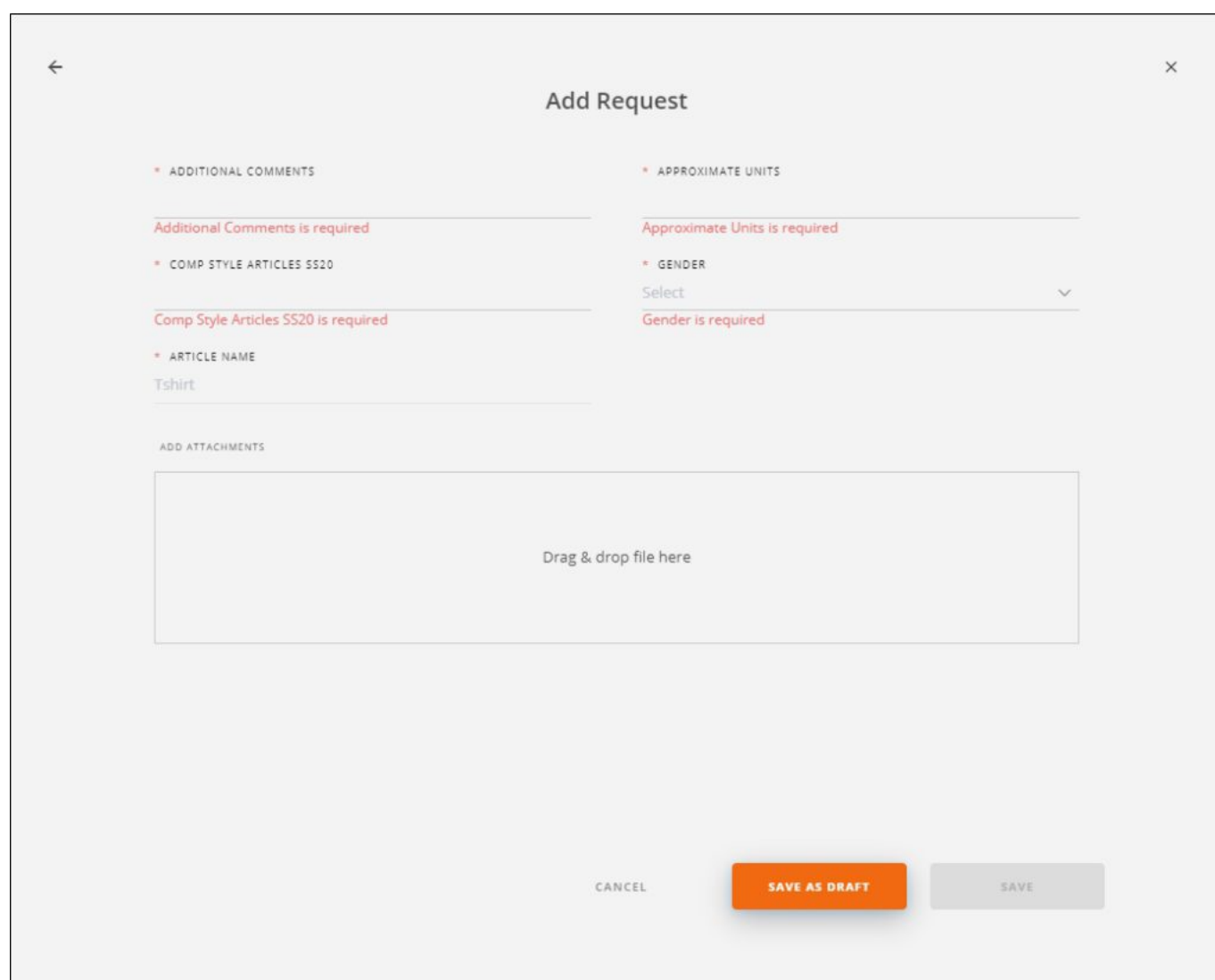


Request to add colorway

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:



The screenshot shows a modal window titled "Add Request" with a back arrow on the top left and a close 'X' on the top right. The form is divided into two columns. The left column contains three required fields: "ADDITIONAL COMMENTS" (with error text "Additional Comments is required"), "COMP STYLE ARTICLES SS20" (with error text "Comp Style Articles SS20 is required"), and "ARTICLE NAME" (containing the text "Tshirt"). Below these is an "ADD ATTACHMENTS" section with a large rectangular area and the text "Drag & drop file here". The right column contains two required fields: "APPROXIMATE UNITS" (with error text "Approximate Units is required") and "GENDER" (a dropdown menu showing "Select" with a downward arrow and error text "Gender is required"). At the bottom of the modal 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.