

# SKU AND SUPPLIER SELLABLE ONLINE STATUS SETUP AND MAINTENACE GUIDE

## INTRODUCTION

RICS enables retailers to expose their inventory to consumers around the world through integrations with ecommerce partners. This enables retailers to sell more and increase profits.

The first step to making inventory visible to more customers is by enabling your SKUs to be Sellable Online in RICS. There are 2 ways to accomplish this in the RICS Back Office:

- Universal Imports Screen
- Manage Suppler & Manage SKU Screens

## UNIVERSAL IMPORTS SCREEN

The Universal Import screen is great for making many updates to Suppliers and SKUs at one time, and will save you a lot of time. On this screen the Supplier and SKU imports are available for retailers to add/modify SKUs to be Sellable Online.

### SUPPLIER IMPORT

This import template enables retailers to set SKUs as Sellable Online at a Supplier level. The following options are visible to be entered into the column named IsSellableOnline:

<b>All</b>	All SKUs will be set as Sellable Online for the Supplier
<b>None</b>	No SKUs will be set as Sellable Online for the Supplier
<b>Select</b>	Individual SKUs can be set as Sellable Online for the Supplier

### SKU IMPORT

This import enables retailers to set SKU(s) as Sellable Online when the associated Supplier is set to "Select", as explained above. The following options are visible to be entered into the column named IsSellableOnline:

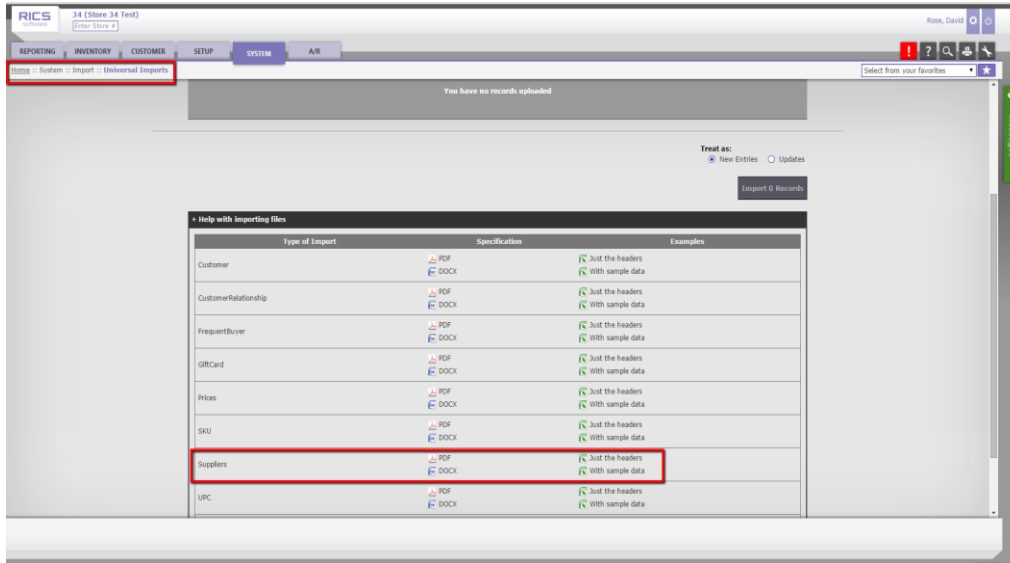
<b>True</b>	SKU will be set as Sellable Online
<b>False</b>	SKU will not be set as Sellable Online

## STEP BY STEP

Below are the step-by-step process to create/update your Suppliers and SKUs to be Sellable Online

### Create Supplier(s) and set their SKU(s) Sellable Online status

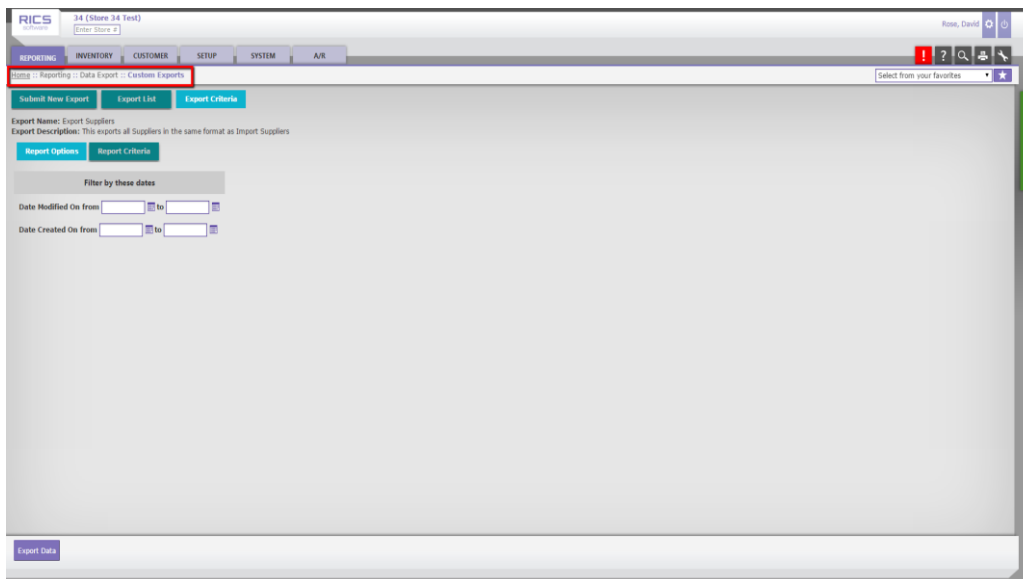
1. Download Supplier Import template from the System:: Import:: Universal Import page



2. Enter supplier information into downloaded template.
3. Define online sellability in the IsSellableOnline as: All, None, or Select
4. Import into system on the System:: Import:: Universal Import page

### Update Supplier(s) and set their SKU(s) Sellable Online status

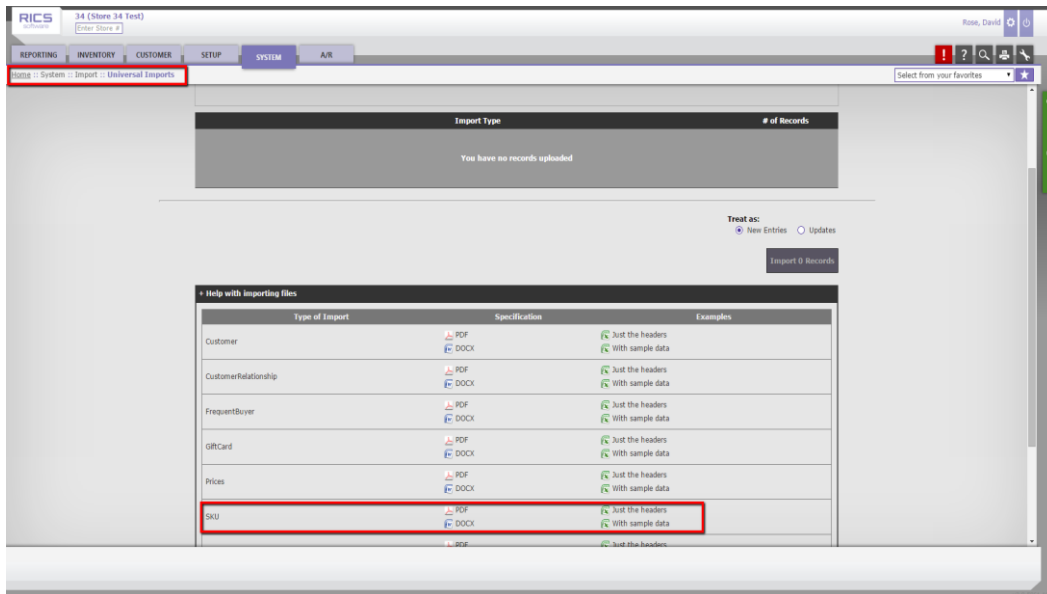
1. Export existing supplier(s) from the Reporting:: Data Export:: Custom Exports page



2. Update supplier(s) online sellability in the IsSellableOnline column as: All, None, or Select
3. Import into system on the System:: Import:: Universal Import page

*Create SKU(s) and set their Sellable Online status*

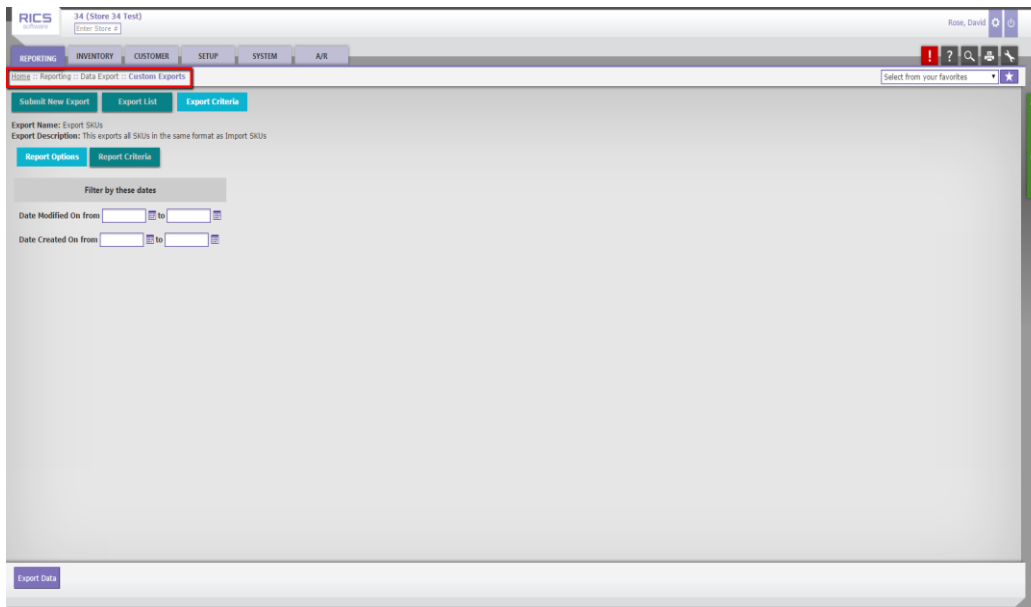
1. Download SKU Import template from the System:: Import:: Universal Import page



2. Enter SKU information into the template
3. Define online sellability in the IsSellableOnline column as: True or False
4. Import into system on the System:: Import:: Universal Import page

*Update SKU(s) to set their Sellable Online status*

1. Export existing SKU(s) from the Reporting:: Data Export:: Custom Exports page



2. Update SKU(s) online sellability in the IsSellableOnline column as: True or False
3. Import into system on the System:: Import:: Universal Import page

## MANAGE SUPPLIER & MANAGE SKU SCREENS

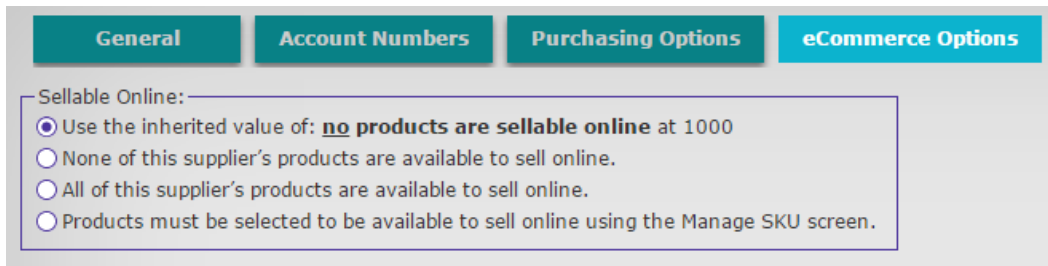
The Manage Supplier and Manage SKU screens in the RICS Back Office are great for making a small amount of updates to Suppliers and SKUs.

### STEP BY STEP

Below are the step-by-step process to create/update your Suppliers and SKUs to be Sellable Online.

#### Update Supplier(s) and set their SKU(s) Sellable Online status

1. Lookup/create the Supplier Code on the Setup:: Manage Supplier page (at the level where the Supplier was created)
2. Choose the Sellable Online Option on the eCommerce Options tab



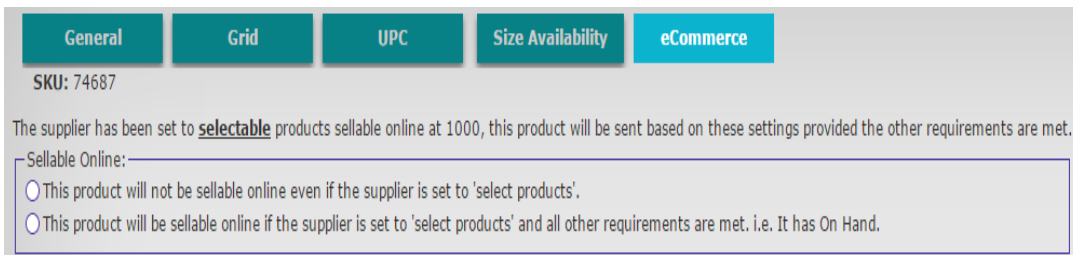
General Account Numbers Purchasing Options **eCommerce Options**

Sellable Online:  Use the inherited value of: **no products are sellable online** at 1000  
 None of this supplier's products are available to sell online.  
 All of this supplier's products are available to sell online.  
 Products must be selected to be available to sell online using the Manage SKU screen.

3. Press the Save and Continue button

#### Update SKU(s) to set their Sellable Online status

1. Lookup/create the SKU on the Setup:: Manage SKU page (at the level where the SKU was created)



General Grid UPC Size Availability **eCommerce**

SKU: 74687

The supplier has been set to selectable products sellable online at 1000, this product will be sent based on these settings provided the other requirements are met.

Sellable Online:  This product will not be sellable online even if the supplier is set to 'select products'.  
 This product will be sellable online if the supplier is set to 'select products' and all other requirements are met. i.e. It has On Hand.

2. If the supplier is set to Select, define the Sellable Online option on the eCommerce Options tab
3. Press the Save and Continue button