

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:

All All SKUs will be set as Sellable Online for the Supplier	
None No SKUs will be set as Sellable Online for the Supplier	
Select	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:

True	SKU will be set as Sellable Online	
False 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

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System :: Import :: Universal Imports				Select from your favorites
			Treat as: New Entries O Updates	
	+ Help with importing files		Import 0 Records	
	Type of Import	Specification	Examples	
	Customer	A PDF	Fs Just the headers Fs With sample data	
	CustomerRelationship	E DOCX	25 Just the headers 26 With sample data	
	FrequentBuyer	È PDF € DOCX	F _∞ Just the headers F _∞ With sample data	
	GiftCard	E DOCX	€ Just the headers € With sample data	
	Prices	E DOCX	15 Just the headers 15 With sample data	
	sku	E DOCX	€ Aust the headers € With sample data	
	Suppliers	E DOCX	FS Just the headers FS With sample data	
	UPC	E PDF	(k) Just the headers (k) With sample data	

- 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

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- 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

34 (Store 34 Test) Enter Store #					Rose, David
INVENTORY CUSTOMER	SETUP SYSTEM A/R				<u>!</u> ? Q •
em :: Import :: Universal Imports					Select from your favorites
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	Type of Import	Specification	C to table has been	Examples	
	Customer	E DOCX	🕵 Just the headers		
		E PDF	🕰 Just the headers		
	CustomerRelationship	E DOCX	$\widetilde{f_{\mathbf{x}}}$ With sample data		
	FrequentBuyer	PDF	😰 Just the headers		
		E DOCX	🕅 With sample data		
	GiftCard	E DOCX	😰 Just the headers		
		L PDF	Fx Just the headers		
	Prices	E DOCK	🕰 With sample data		
	sku	E PDF	🕰 Just the headers		
		C DOCX	🙀 With sample data		
		L PDF	C lust the headers		

- 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

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- 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:			
Ouse the inherited value	alue of: <u>no</u> products are s	sellable online at 1000	
○ None of this supplie	r's products are available to	o sell online.	
○ All of this supplier's	products are available to se	ell online.	
O Products must be se	elected to be available to se	ell online using the Manage S	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)



- 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