

Request to add colorway

You can add a request to add a colorway. The style 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” or click **Request to add colorway** from the lower part of the window, the following window appears:

The screenshot shows a mobile application interface with a sidebar on the left containing navigation icons like 'HOME', 'FAVORITES', 'COLLECTIONS', 'RESOURCES', 'MERCH', 'EXPORT', and 'SWITCH'. The main content area displays a list of items under the 'Accessories' category, including 'Adult Unisex', 'Basketball', 'Boys', 'Field Hockey', 'Girls', 'Mens', 'Unisex', and 'Womens'. A modal window titled 'Request To Add Colorway' is open, displaying a form with the following fields and requirements:

- MSRP: 0.0000 (MSRP is required)
- CUSTOMER: Select (Customer is required)
- STYLE NAME: ABCD-4.15
- DIVISION: Accessories (Division is required)
- MERCH DEPARTMENT: Select (Merch Department is required)
- MERCH CLASS: Select (Merch Class is required)
- MERCH SUB-CLASS: Select (Merch Sub-Class is required)
- UNITS: Units required
- COMMENTS: Comments is required
- GENDER: Select (Gender is required)
- TECH PLATFORM: Select (Tech Platform is required)
- MERCH MOMENTS: Select (Merch Moments is required)
- SIGNATURE COLLECTION: Select (Signature Collection is required)
- SUB-CATEGORY (END USE): Select (Sub-Category (End Use) is required)

At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', 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.