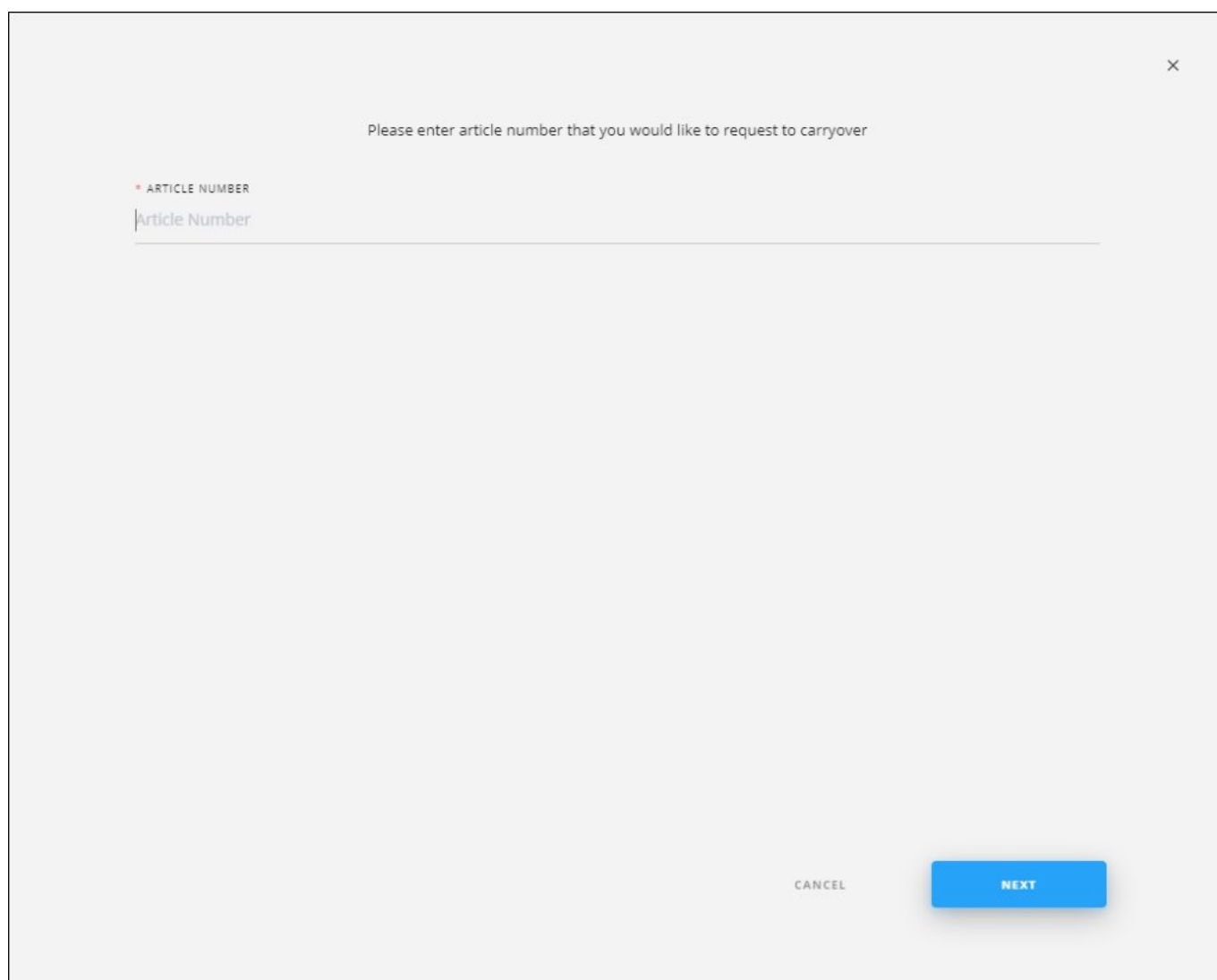


Add request for carryover article

You can add a request for an article carried over from any of the catalogs linked to the selected catalog. The last updated article in any of the linked catalogs is added. To add a carryover article request follow these steps:

1. Click **+ Article**, then select “Add Request for Carryover Article” and click **Next**, the following window appears:



The screenshot shows a light gray modal window with a close button (X) in the top right corner. The main text inside the window reads: "Please enter article number that you would like to request to carryover". Below this text is a red asterisk followed by the label "ARTICLE NUMBER". Underneath the label is a text input field with the placeholder text "Article Number". At the bottom of the window, there are two buttons: a gray "CANCEL" button and a blue "NEXT" button.

2. Enter the article number of the linked catalog, then click **Next**, the following window appears:

←

×

Add Request For Carryover Article

• ADDITIONAL COMMENTS

Additional Comments is required

• COMP STYLE ARTICLES SS20

Comp Style Articles SS20 is required

• ARTICLE NAME

Sweatshirt

ADD ATTACHMENTS

Drag & drop file here

• APPROXIMATE UNITS

Approximate Units is required

• GENDER

Select

CANCEL

SAVE AS DRAFT

SAVE

3. Fill the request attributes,
4. Add attachments, if you want,
5. Select whether you want to save the request as a draft or as a new request by clicking the respective button.

The article is marked as shown below:



You can approve or reject the request by following the steps mentioned in “[Request Article Actions](#)”.

Note:

- If the catalog is configured, you can select a color for the placeholder image of the requested article.