

DSCO COMMON ERRORS

1. Column A – SKU
 - This value needs to be unique for every item in your file. We recommend using the UPC or a combination of style#-size, style#-color, or Style#-size-color for this value. If you have duplicate values for SKU it will only process one of the UPCs in DSCO.

2. Column B – Product_status
 - Needs to be **'Active'**. If you have product that is on your file that is not ready for site and you set the value as 'pending' you will need to reupload the file with the 'active' for us to see product on our end.
 - Best practice would be to load the entire file with the value 'active' but if product is not ready for site do not load inventory. This way we can still work the product and when it is ready you can load inventory and see it on site shortly after.

3. NRF color code
 - Needs to be 3 digits
 - If your color is 1, Black – use an apostrophe to make the code '001

4. Product Description
 - In the old process this was your 'Additional Copy Attributes'. This is direct customer facing, provide descriptive words to capture the user's attention and explain the details/features of the product. For groups (example bedding: all dimensions should be placed here for all sizes)

5. Preferred Copy Name
 - This is direct customer facing, use this for the Title of the Product you wish to be seen. Correct Capitalization, no abbreviations, etc.
 - **Do not use the brand name in your preferred copy name, that will pull from Omni Channel Brand columns**
 - For products that are grouped to be shown on the same page on belk.com, please do not use sizes and colors within this name. example – DO NOT USE – Grace Queen Comforter Set in Pink - DO USE – Grace Comforter Set

6. GTIN – UPC
 - **Needs to be 13-digits**
 - If the UPCs are 11 or 12 digits, add '0 or '00 at the beginning of your UPCs

7. Style Number
 - No special characters of any kind including dashes and spaces

8. Image Links

- If using dropbox links – dropbox will automatically create the link with ?dl=0
- You will need to manually change this in your DSCO file to ?dl=1
- If you do not have this at the end of your dropbox links the images will not download in DSCO

9. Material & Care

- While N/A is an option here, this will be rejected by our final approval team if there is not a valid selection here. Please select the option that works BEST. If there is no option that works, reach out to your Belk merchant partner.

GROUPING/Variants

Products that need to be grouped would be if you have different style#s but you need to see the products all on one product page on belk.com – Examples

1. Grouped by size
 - Bedding within a collection with the same color – King, Queen, Twin bedding sets
2. Grouped by color
 - Luggage all in the same size – Blue, Black, Red
3. Grouped by color and size
 - Solid sheet set – multiple colors and sizes within one collection of sheets
 - Striped sheet set

GROUPING ON YOUR DSCO FILE

1. GroupingIDs – your groupingIDs need to be **VERY** specific to the products, we recommend using **one style number** or the **collection name** as your groupingID – Examples below
 - GraceComforterSet
 - LXVHardside28in
 - 18pccookwareset

Please do not use things like Group 1, Group 2

2. GroupingType
 - Use the dropdown to select the value **CPG** – if you do not have this value your products will not group

PRODUCTS DO NOT NEED TO BE GROUPED IF - you are using 1 style# for multiple sizes and colors

Please leave the 'groupingID' column BLANK if there are no groupings within your file.

IF YOU ARE UNSURE ON YOUR GROUPINGS PLEASE REACH OUT TO US BY SENDING YOUR DSCO FILE BEFORE UPLOADING YOUR DSCO FILE