

# Congratulations!

You've made it to the point in our dropship process where we are ready for customer facing copy & attributes. This will be handled via advanced catalog services

## FAQ:

### Q: What is Advanced catalog services?

- Advanced catalog services is a platform within Rithum that is replacing Saks OFF 5<sup>th</sup>'s previous dropship item setup process for product attributes and content requirements.

### Q: How does this vary from Rithum's Inventory stream?

- Advanced catalog services is used to provide Saks OFF 5<sup>th</sup> with product attributes and content. The inventory stream is used to report inventory availability and quantity on hand.

### Q: Are there additional fees?

- There are no additional fees to use advanced catalog services.

### Who do I contact with issues?

- For more information on how to use advanced catalog services and a helpful video that will walk you through how to upload your products, visit [Support](#).
- If you need help uploading your products or using Advanced Catalog, reach out to Rithum's Software Support team at [support@dsko.io](mailto:support@dsko.io).
- The Saks OFF 5th digital merchant team is also available for assistance when troubleshooting specific issues.

## What is the Process for bringing items to site?

- Saks OFF 5<sup>th</sup>'s merchant teams review the upload and add retail prices.
- Images & copy are processed with Saks OFF 5<sup>th</sup>'s digital team - this could take up to 2 weeks to process.
  - **Common updates:**
    - If there is any missing information or clarification required, this could delay the processing time.
    - Please make sure inventory is uploaded for the product to publish to Saks OFF 5th's website immediately after image & copy processing is complete.

### Dsko Instructions:

1. Log into Dsko.
2. From your dashboard, navigate to **Workflows > Products > Add Products**.

3. Select the **Category/Sub-Category**, then click **Blank Template** to download the template.
4. Fill out the template.
  - a. Note that only green fields are mandatory except for **UPC** or **EAN**. These fields are in blue/grey and one must be provided.
    - i. **UPC** or **EAN** are required and must be unique.
    - ii. If providing UPC, it must be 6 or 12 digits.
    - iii. If providing EAN, it must be 13 digits.
    - iv. If the EAN has a leading 0, please submit it as a UPC.
  - b. The remainder of the blue/grey fields are recommended or optional, respectively. Only use these fields as needed.
  - c. For picklist values/drop down boxes:
    - i. Select as appropriate.
    - ii. If a column does not apply to your product, select N/A if listed as an available option.
    - iii. The best practice is to NOT leave a field blank.
5. Once the template is filled out and saved, go back to your dashboard, navigate to **Workflows > Products > Upload Template**.
6. Drop your saved template
  - a. Once Uploaded – even if says successful, the best practice is to allow 2 hours and then go check your Exceptions Report for any issues.
    - i. From the Dashboard, select **Automation & Reporting > Exceptions > Catalog Exceptions**.
    - ii. If revisions are needed, revise your excel file and reupload.
    - iii. For support, email: [support@dscio.io](mailto:support@dscio.io).

## Tips and Common Mistakes to Avoid

*We expect all green required fields to be completed with the information requested, unless that specific attribute is NOT APPLICABLE to the product. In these cases only, N/A can be entered in that field. Required fields cannot be left blank.*

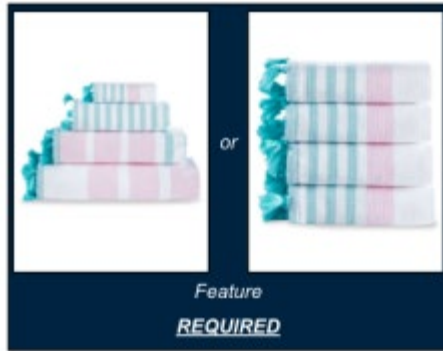
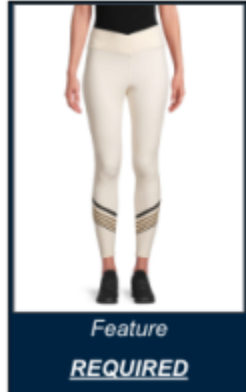
- **SKU**
  - This value is your internal SKU# and it needs to be unique for every item in your file.
    - Example: 1234-RED-S, 1234-RED-M, 1234-RED-L
- **Product\_Status**
  - Needs to be 'Active'. If you have product that is on your file that is not ready for site and you set the value as 'Pending', you will need to reupload the file with the 'Active' status for us to see product on our end.
  - The best practice is to load the entire file with the value 'Active', but if product is not ready for the 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.
- **Product Groups**

- The product group is an identifier for SKUs with the same style number, including all size and color variations for that style. Styles with the same product group will be together in one listing on the website. Example: Product Group 1234 could include SKUs 1234-RED-S, 1234-RED-M AND 1234-BLK-S, 1234-BLK-M, etc.
- **Important Notes:** All SKUs within a product group must have the same cost/MSRP. All SKUs within a product group must have the same material content (i.e. cannot have a leather and suede boot in the same product group). NRF size/color code combinations cannot be duplicated within the same product group.
- **Product Description**
  - Product descriptions cannot contain the following characters - !\$%^&()
- **Brand**
  - Enter the brand name as it should be displayed on the website (all caps, title case, etc.).
- **NRF Codes**
  - NRF **Size** Codes must be 5 digits.
  - NRF **Color** Codes must be 3 digits - add zeroes as a prefix if necessary to make 3 digits.
  - Size and color codes must correspond with the size and color descriptions provided.
  - Duplicated Size/Color Code combinations cannot exist in the same product group. The example below shows 2 size larges and 2 size mediums with the same color code. There are two options to fix - 1. Change the color code for either Cream or Light/Past colorways OR 2. Place one of those colorways in a different product group.

PRODUCT GROUP	SIZE_CODE	SIZE_DESCRIPTION	COLOR_CODE	COLOR_DESCRIPTION
1234	10520	L	230	Cream
1234	10520	L	230	Light/Past
1234	10480	M	230	Cream
1234	10480	M	230	Light/Past

- **UPC or EAN**
  - UPC or EAN are required and must be unique.
  - If providing UPC, it must be 6 or 12 digits.
  - If providing EAN, it must be 13 digits.
  - If the EAN has a leading 0, please submit it as a UPC.
- **Image Links**
  - Image must be hosted in a public repository or site.
  - You must use JPG, JPEG, PNG, or a GIF file format.

- You must use HTTPS. Here's an example:  
<https://www.dropbox.com/s/85dxl67o4xinmlj/FW5033-MFW5223-M1.jpg>
- You must not include spaces in the image title.
  - We recommend using hyphens(-) or underscores (\_) to create more stable image links. For example ABCDE\_1234-1234.jpg.
- The image URL must:
  - Be a valid format .
  - Link to raw image data (not an image view) .
  - Lead to a downloadable image file. If the system cannot download the image, the URL will fail.
- If images are rejected by the upload tool, you can visit the URL provided in the file to confirm the image will render in the browser (you must not be logged in to your image hosting site). When viewing images, there should not be additional navigational links/buttons on the page; only the image should show in the browser window.
- Be aware that image preview pages with download buttons and other icons are not direct links to the images.
- 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.
- Required image specifications: 2000x2000 & 150-300ppi.
- Must be on a white background.
- If only have feature/front image available, add that image link to each image column per style for compliance.
- **Feature Image**
  - Main image displayed on site - Front view, except for the below:
    - Shoes - Side profile, right-facing.
    - Sets - Image of all items in the set:
      - If in a box, must show items outside the box.
      - Towels & bedding should be folded and stacked.



- **Side Image**
  - 45 degree angle view.
- **Material or Fabric**
  - List all materials or fabric contents of the item. If multiple, list the percentages of each.
  - Example: 90% Cotton, 10% Spandex.
- **Length from Shoulder to Hem**
  - Required for tops, dresses, jumpsuits, babydolls, chemises, outerwear.
  - Length, in inches.
- **Inseam Length, Rise, & Leg Opening Circumference**
  - Required for pants, shorts, jumpsuits.
  - In inches.
- **Picklist Values/Drop Down Boxes for Attributes**
  - Select as appropriate.
  - If a column does not apply to your product, select N/A if available.
  - The best practice is to NOT leave a field blank.