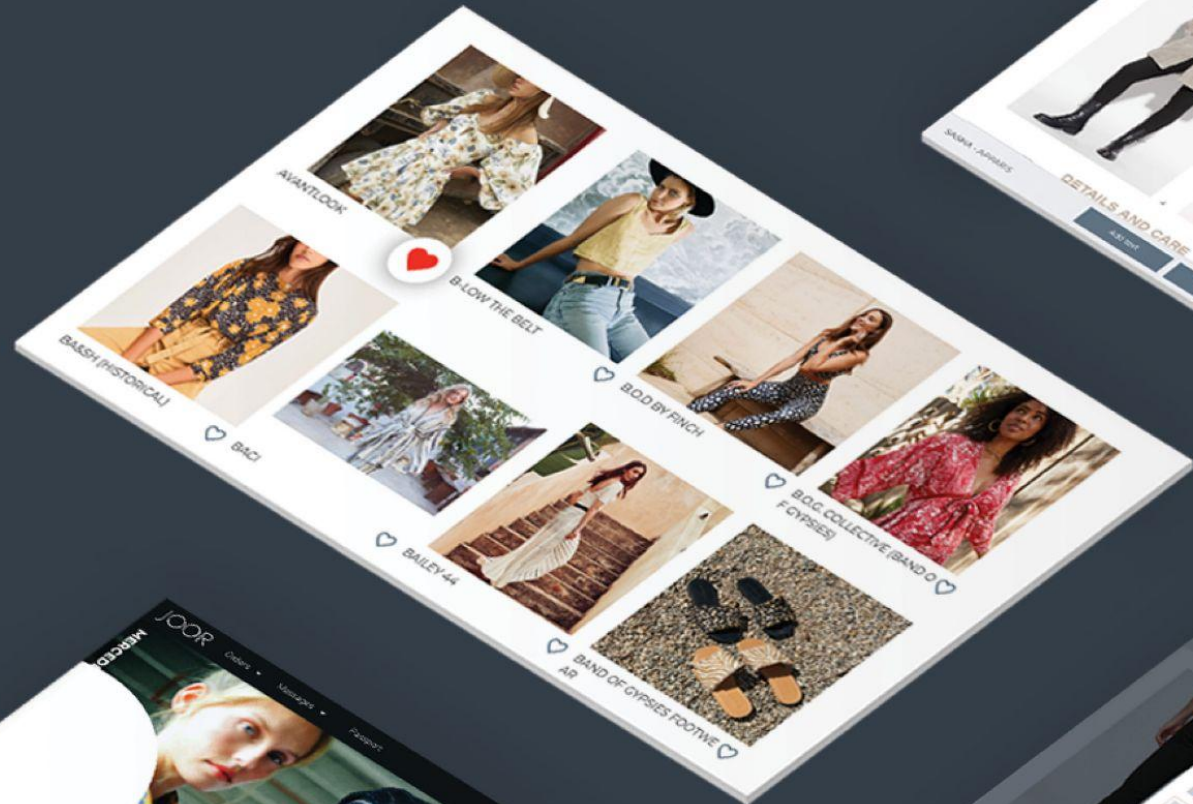


Guide for



Section 1

JOOR Lite Overview

- Gain Access to your JOOR Lite Account
- Benefits of JOOR Lite

Section 2

Upload your Styles & Linesheets

- Upload your Styles in Bulk
- Upload your Styles Individually

Section 3

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- Update your Styles in Bulk
- Update your Styles Individually

Section I

JOOR Lite Overview

1 Gain Access to your JOOR Lite Account



Your Retailer conducts all of their wholesale buying exclusively on JOOR and they have given you complimentary access to join JOOR LITE by using [this link](#)



After your enrollment has been processed, you will receive an email with instructions to log into your account



If you already have an account and have forgotten your password, simply go to jooraccess.com and click on **forgot password**

JOOR

BRANDS RETAILERS ABOUT BLOG

REQUEST A DEMO LOGIN LANGUAGE

Log into JOOR

Enter username or email address*

Password*

Show

LOG IN

[Forgot Password?](#)

2 Benefits of JOOR LITE



Upload your Styles and Linesheets at no cost



Receive order confirmation faster



Only upload your Linesheets once share all Retailers that invite you to use JOOR

Section 2

Upload your Styles & Linesheets

1

Upload your Styles in Bulk

2

Upload your Styles Individually

1

Upload your Styles in Bulk

1 Import your Styles

- Click on **Linesheets** → **Import Styles**
- Select the Retailers that you want to share it with
- Click on **Generate Template**
- Open file in Excel

2 Fill in required fields

- **Style Number**
- **Style Name**
- **Color**
- **Size**
- **Prices**
- Please be sure to **ADD product UPCs** although it is not a required field

3 Save in csv. format

4 Upload your csv. file

- Click Import

The screenshot shows the 'Import Styles' interface. At the top, there are two retailer selection sections. The first section, 'NEIMAN MARCUS GROUP', has a checked checkbox and a dropdown menu showing 'USD', 'USD - Landed US', and 'EUR - E'. The second section, 'DFS France', also has a checked checkbox and a dropdown menu showing a list of currencies: 'GBP', 'AUD', 'EUR', 'USD', 'NZD', 'JPY', 'HKD', 'CHF', 'CAD', 'AED', 'EUR - C3', 'EUR - B', 'USD - B', 'EUR - A', 'USD - A', 'USD - Landed US', 'EUR - R', 'EUR - E', and 'USD - FOB'. Below these sections is a 'Generate Template' button. Underneath is a dashed box containing a 'Select files' button and the text 'Or Drag and drop files here'. At the bottom right of the interface is an 'Import' button.



PRO TIP:

- Please be sure to list sizes individually, separated by commas (XS, S, M, L, XL) rather than a size run (XS - XL)
- You can upload multiple Style colors but must keep all other Style Data consistent
- Do not add/remove columns from the template

5 Add your Product Images

Note: Make sure that images are labelled as following:
stylenumber_color_order and are submitted in either format:

- **JPEG (.jpeg/.jpg)**
- **PNG (.png)**

Upload Styles - Step 2 of 4

✓ Styles successfully processed.

Review and Confirm Your Upload

Review your upload below and click Finish Import.

2	0	0	2
TOTAL STYLES	STYLES WITH ERRORS	NEW STYLES	UPDATED STYLES

Note: If you close/cancel this window without clicking 'Finish Import' your styles will not be imported.

Add Images

For instructions formatting images, [Click here](#). For instructions creating a dropbox link, [Click here](#).

Attach a link to a shared folder (Dropbox, WeTransfer or similar)

You will receive a confirmation email once your images have been processed. Please note that image processing can take up to 48 hours.

☐ I don't have any images to upload right now.

Re-upload

Import

- Click **Import**

! PRO TIP:

If Product Images are not ready to be uploaded, follow the steps below:

- Click on **I don't have any images to upload right now** → **Import**
- When they become available, hover over **Linesheets** → **Data Uploader** → **Upload Type: Upload Images to Existing Linesheet**
- Select the Linesheet(s) the updates are for
- Provide a link to your images

6 Add your Styles to a Linesheet

Upload Styles - Step 3 of 4

✓ Import Successful

☒ Create a Linesheet

*Name
You can use the name of your collection

*Season
Select A Season 2021

*Delivery Window
☒ Future ☐ Immediate
Add Start Ship And Complete Ship Dates

☐ Update a Linesheet
Start Typing To Search Linesheets

Skip & Create Linesheet Later Create/Update Linesheet

- After you click on **Create/Update Linesheet**, you will be able to find your Linesheet by hovering over **Linesheets Linesheet List**

JOOR

Linesheets Orders Connections Messages Passport Reports

Import Styles
Linesheet List
Data Uploader
Styles
Staging
Style Sync

LINESHEETS

ALL CURRENT ARCHIVED

ADD A LINESHEET ARCHIVE EXPORT PRINT

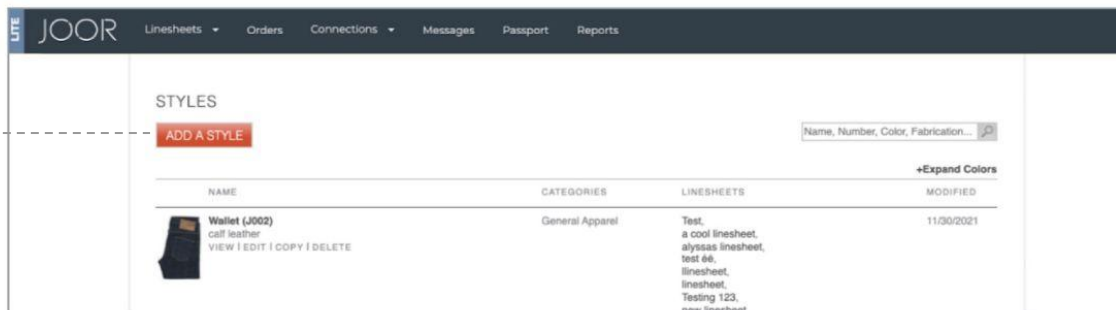
POSITION	LINESHEET	MODIFIED
1	AW 2021 VIEW/EDIT STYLES UPDATE LINESHEET ARCHIVE	08/31/2021
2	ETE 2019 - Homme - Asie VIEW/EDIT STYLES UPDATE LINESHEET ARCHIVE	04/10/2020
3	FA18 Silk Velvet Pillow VIEW/EDIT STYLES UPDATE LINESHEET ARCHIVE	04/10/2020
4	Pre-Fall 2019 VIEW/EDIT STYLES UPDATE LINESHEET ARCHIVE	07/22/2021

2

Upload your Styles Individually

1 Create your Styles

- Hover over **Linesheets**
- Click on **Styles**
- Click on **Add a Style**



2 Fill in required fields

- Style Name
- Style Number
- Pricing
- Color and Size
- Please be sure to ADD product UPCs
- although it is not a required field

3 Scroll down and click on save

ADD STYLE

1. STYLE DETAILS
*INDICATES REQUIRED FIELDS

Style Name *

Style Number *

Country Of Origin

Measurements

Heel Height

Source Of Materials

Model Height

SILHOUETTE

FABRICATION

MATERIAL (125 characters max)

>

2. TAGS

Style Tags are custom fields that are used for reporting purposes. To create a Style Tag, Click on 'Add Style Tag' and then enter a value for the tag.

TAG	CODE	VALUE

ADD STYLE TAG

3. PRICING

Please add pricing for this style. You may add multiple currencies or multiple prices for a single currency.

CURRENCY/PRICE LABEL *	WHOLESALE	SUGGESTED RETAIL
Select Currency		

3. PHOTOS

Add photos of this style. First photo will be featured.
CLICK AND DRAG TO EDIT ORDER

UPLOAD PHOTOS

4. COLORS

Pick a Color and/or Upload a Swatch.

COLOR NAME	CODE	CHOOSE COLOR	PHOTOGRAPH
Name * Black	Code BLK	Upload Swatch Pick Color Remove	Upload Pic Delete Pic

ADD COLOR

5. SIZE DETAILS

SIZE RUN TYPE: SIZE RUN CATEGORY:

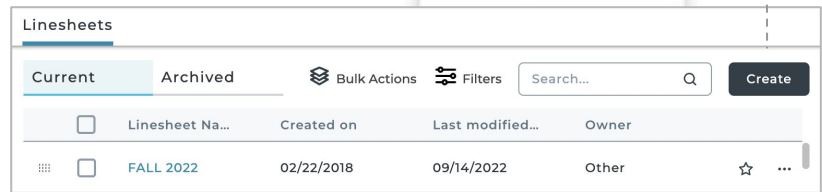
UPDATING SIZE NAMES WILL ALSO UPDATE UPCs

SIZE LABEL *	ACTIVE?	MEASUREMENTS OR DESCRIPTION
XS	ON	
S	ON	
M	ON	
L	ON	
XL	ON	

ADD SIZE

4 Create your Linesheet

- Hover over **Linesheets**
- Click on **Linesheet List**
- Click on **Create**



5 Fill in required fields

- **Linesheet**
- **Name Season**
- **Delivery Dates**

The 'ADD A LINESHEET' form has three tabs: 'MANUAL', 'STAGED', and 'STYLE SYNC'. The '1. NAME & DELIVERY DATES' section contains the following fields:

- NAME OF LINESHEET**: A text input field.
- START SHIP DATE**: A date input field.
- COMPLETE SHIP DATE**: A date input field.
- DELIVERY DATES**: Radio buttons for 'Future Delivery' (selected) and 'Immediate Delivery'.
- SEASON**: A dropdown menu with 'Select a Season' as the placeholder.
- YEAR**: A dropdown menu.
- CODE (OPTIONAL)**: A text input field.

6 Set the Privacy Settings

- Click the **Retailer name → Add/Remove Selected**

The '2. PRIVACY SETTINGS' section is titled 'Select which retailers you want this linesheet to be visible to'. It is divided into two columns:

- NOT VISIBLE TO THESE RETAILERS**: Shows a list of 12 retailers. A filter bar is at the top. Below the list are buttons for 'ADD ALL → →' and 'ADD SELECTED →'. The list includes: Joor Test Account, 24 Sèvres (Retailer App Enabled), CRICKET (Retailer App Enabled), DFS France (Retailer App Enabled), Harrods (Retailer App Enabled), JOOR Demo Retail (Retailer App Enabled), LE PRINTEMPS (Retailer App Enabled), Merci (Retailer App Enabled), MODE, and NEIMAN MARCUS GROUP (Retailer App Enabled).
- VISIBLE TO THESE RETAILERS**: Shows an 'Empty list' with a filter bar and buttons for '← REMOVE SELECTED' and '← REMOVE ALL'.

5 Add Styles to your Linesheet

Drag & drop the Styles that you want in your Linesheet or:

- Select the Style
- Click **add**

3. STYLES - DRAG & DROP

SAVE

☰ Drag this box to the linesheet board to group styles.

SELECT SEASON TO FILTER LINESHEETS
All Season Years

SELECT LINESHEET TO FILTER STYLES
FALL 2022

ADD ALL STYLES

Search by name and number

Advanced Search

4032
CH - PA
LUISELLA
Colors:
PINK

ADDED TO THIS LINESHEET

Styles in this Linesheet

SORT STYLES BY:

CH - PA
LUISELLA
+ Add Comments
Colors:
☒ PINK
Remove

Drag styles here

8 Scroll down and click on save

Section 3

Update your Styles & Linesheets after they have been uploaded

1

Update your Styles In Bulk

2

Upload your Styles Individually

1

Upload your Styles in Bulk

- 1 Open your existing JOOR Linesheet template in Excel
- 2 Fill in the template with the new style information.
- 3 Re-upload the template in csv. format

- Click on **Linesheets** → **Import Styles**
- Select the Retailers that you want to share it with
- Select **Files** → **Upload csv.**
- Click **Import**

4 Add your Product Images

- Add your Dropbox/WeTransfer link

4 Update your Linesheet

- Click on **Update a Linesheet**
- Search for the Linesheet you want to update
- Click on **Create/Update Linesheet**

Linesheets

Import Styles

Linesheet List

Data Uploader

Styles

Staging

Style Sync

Upload Styles - Step 3 of 4

☒ Import Successful

☐ Create a Linesheet

*Name

You can use the name of your collection

*Season

Select A Season

202
1

*Delivery Window

☐ Future ☐ Immediate

Add Start Ship And Complete Ship Dates

☒ Update a Linesheet

Start Typing To Search Linesheets



Skip & Create Linesheet Later

Create/Update Linesheet

2

Upload your Styles Individually

1 Edit your Style Individually

- Hover over **Linesheets**
- Click on **Linesheet List**
- Click on **View/Edit** Styles
- Click **Edit** on the corresponding Style

SPRING 2022 Update Linesheet Print

Delivery Window: Immediate

GROUP BY: **LINESHEET**

VIEW EDIT		
A001 silk Annie	A001G silk Annie	A002 calf leather Wallet
☐ Black BLK W: USD 200.00 R: USD 400.00	☐ Gold GLD W: USD 220.00 R: USD 400.00	☐ White WHT W: USD 200.00 R: USD 400.00

2 Edit the Style Details

- Edit the corresponding section

3 Scroll down and click on save

EDIT STYLE
[« Back to Spring 2022 Linesheet](#)

1. STYLE DETAILS

*INDICATES REQUIRED FIELDS

Style Name * Annie	Description Dress with lace trim
Style Number * A001	
Country Of Origin ITALY	SILHOUETTE BELL - Bell
Measurements Length from Waist: 50cm	CLEAR EDIT
Heel Height 3 inches	FABRICATION silk
	CLEAR EDIT
Source Of Materials Italy	MATERIAL (125 characters max) WOOLS
Model Height 	

>

2. PRICING

Please add pricing for this style. You may add multiple currencies or multiple prices for a single currency.

CURRENCY/PRICE LABEL *	WHOLESALE	SUGGESTED RETAIL
USD	200.00	USD 400.00