

Guide for

LITE BRANDS



JOOR

Section

1

JOOR Lite Overview

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

Section

2

Create Your Styles & Linesheets

- Upload Your Styles in Bulk
- Upload Your Styles Individually

Section

3

Update Your Styles & Linesheets After They Have Been Uploaded

- Update Your Styles in Bulk
- Update Your Styles Individually

Section I

JOUR 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. Connect with your retailer to confirm your account status.



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

JOOR

[JOOR for Brands](#) [JOOR for Retailers](#) [About JOOR](#) [Blog](#) [Passport](#) [English](#)

Propel your wholesale business forward with JOOR.
Sign into your brand or retailer account or request a demo today.

Log In

Username or email

Password

Remember me [Forgot Password?](#)

Log In

[Not registered yet?](#) [Request a Brand Demo](#) [Free Retailer Sign Up](#)

2 Benefits of JOOR Lite



Upload your Styles and Linesheets at no cost



Receive order confirmation faster



Upload your Linesheets only once to share with all the Retailers who invited you to use JOOR

Section 2

Create Your Styles & Linesheets

1

Create Your Styles in Bulk

2

Create Your Styles Individually

1

Create Your Styles in Bulk

1 Download the Style Upload template

- Click on **Products** → **Upload Styles**
- Select the **Price Types** for your styles
- Click **Download**
- Open file in Excel

2 Fill in required fields

- **Style Number**
- **Style Name**
- **Color Name**
- **Sizes**
- **Wholesale Price**
- **UPC & Retail Price** are optional, but your retailer may require them

| | A | B | C | D | E | F |
|---|---------------------|-------------------|-------------------|--------------|------------------------------|-------------|
| 1 | Style Number | Style Name | Color Name | Sizes | Wholesale Price (USD) | UPC |
| 2 | AD123 | Annie Dress | Black | S | 100 | 72527273069 |
| 3 | AD123 | Annie Dress | Black | M | 100 | 72527273070 |
| 4 | AD123 | Annie Dress | Black | L | 100 | 72527273071 |
| 5 | AD123 | Annie Dress | Gold | S | 100 | 72527273074 |
| 6 | AD123 | Annie Dress | Gold | M | 100 | 72527273075 |
| 7 | AD123 | Annie Dress | Gold | L | 100 | 72527273076 |

3 Upload your file

- Save as **.xlsx** or **.csv**
- Select file to upload
- Click **Next** to continue

Upload Styles New
✕

Upload styles to your account in [a few simple steps.](#)

↓

Download Template

AUD
EUR
|
v
i

Download

↑

Upload

Drag and drop or [select file](#)

Max file size: 2MB

Style Upload Template.xlsx ✕

Next

! PRO TIP:

- Please list sizes individually, either separated by commas (XS, S, M, L, XL) or each size on its own row. Do not enter sizes as a size run (XS - XL).
- You can upload multiple Style colors but must keep all other Style Data consistent

6 Add Your Styles to a Linesheet

Upload Styles - Add to Linesheet ×

You can add these styles to a new linesheet, or update an existing linesheet

[Create a new linesheet](#) [Update existing linesheet](#)

Linesheet Name *

Season * Year *

Delivery Window *
 Immediate
 Future
Start Ship - Complete Ship

Choose a Category * ⓘ

Add to New Styles Only
 Add to New Styles & Replace for Existing Styles

[Back](#) [Create Linesheet](#)

- After you click on **Create Linesheet**, you will be taken to the Linesheet Preview page for your newly created linesheet

WRTW NEW ADDITIONS Edit | Badges | Share | Print

Delivery Window: Immediate

GROUP BY:

| | | |
|---|---|--|
|  IS123 Isabella Suit <input checked="" type="checkbox"/> Lavender <input type="checkbox"/> Pink W: USD 200.00 R: USD 900.00 Buy |  sp123 Sally Parka <input checked="" type="checkbox"/> Dark Khaki W: USD 250.00 R: USD 900.00 Buy |  tmt123 Tessa Mockneck Tee <input checked="" type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Navy W: USD 0.01 R: USD 0.00 Buy |
|---|---|--|

7 Add Your Product Images

Go to **Products** → **Upload Images**

- Follow the **Best Practices** to name and save your images
- Upload images to **Dropbox**, **WeTransfer**, or **Google Drive**

Upload Images ⓘ

Images will be processed by our data team and added to your styles within 48 hours.

🔗 Best Practices

- Ensure all images are in an accepted format: **.jpeg, .jpg, or .png**, ideally 660x900 pixels or a larger multiple (e.g. 1320x1800).
- Maximum file size of **10 MB** per image will be accepted.
- Product images must be named in the following format: **stylenumber_colorname_order**. For example: J123_red_1.jpg, J123_red_2.jpg and J123_red_3.jpg. If order number is not applicable, it does not need to be included in the file name.
- Color swatch images should be 250x250 pixels and the file name must match the color name. For example: red.jpg, blue.jpg, green.jpg.

2. Select the linesheet you are adding images to

Linesheet *

Fall 2025 RTW

3. Upload your product and swatch images to a hosting site and provide the link. We recommend Dropbox, WeTransfer, or Google Drive

Link *

<https://www.dropbox.com/scl/fo/vlvpaclws7a>

Submit Request

- Add required info & **Submit Request**

2

Create Your Styles Individually

1 Create your Styles

- Go to **Products** → **Manage Styles**
- Click on **Create**

Manage Styles Name, Number, Color, Fabrication, Silhouette, Category... Q Create Expand All

| Name | Colors | Categories | Linesheets | Modified ↓ |
|--|---|------------|--------------------|------------|
|  tmt123 Tessa Mockneck Tee View Edit Copy Delete |  | Knits | WRTW New Additions | 01/02/2025 |
|  IS123 Isabella Suit View Edit Copy Delete | | Suits | WRTW New Additions | 01/02/2025 |

[^ Expand Colors](#)

2 Fill in required fields

- **Style Name**
- **Style Number**
- **Color and Size**
- **Pricing**
- **UPCs & Photos** are optional, but your retailer may require them

PHOTOS

Add photos of this style. First photo will be featured.

CLICK AND DRAG TO EDIT ORDER

[Upload Photos](#)

COLORS

Pick a Color and/or Upload a Swatch.

| COLOR NAME | CODE | CHOOSE COLOR | PHOTOGRAPH |
|-------------------|------|---|--|
| Name* Lavender | Code | Upload Swatch Pick Color Remove | Upload Pic Delete Pic |
| Name* Pink | Code | Upload Swatch Pick Color Remove | Upload Pic Delete Pic |

[Add Color](#)

SIZE DETAILS

SIZE RUN TYPE: SIZE RUN CATEGORY:

UPDATING SIZE NAMES WILL ALSO UPDATE UPCs

| SIZE LABEL * | ACTIVE? | MEASUREMENTS OR DESCRIPTION |
|--------------|-------------------------------------|-----------------------------|
| S | <input checked="" type="checkbox"/> | <input type="text"/> |
| M | <input checked="" type="checkbox"/> | <input type="text"/> |
| L | <input checked="" type="checkbox"/> | <input type="text"/> |

[Add Size](#)

CREATE A STYLE

STYLE DETAILS
*INDICATES REQUIRED FIELDS

Style Name*

Style Number*

Country Of Origin

Measurements

Heel Height

Source Of Materials

Model Height

Description

SILHOUETTE

FABRICATION

MATERIAL (125 characters max)

PRICING

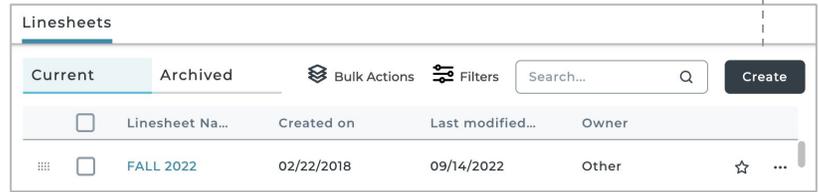
Please add pricing for this style. You may add multiple currencies or multiple prices for a single currency.

| CURRENCY / PRICE TYPE * | WHOLESALE | SUGGESTED RETAIL |
|-------------------------|----------------------------------|--------------------------------------|
| USD | <input type="text" value="200"/> | USD <input type="text" value="900"/> |

3 Scroll down and click on save

4 Create your Linesheet

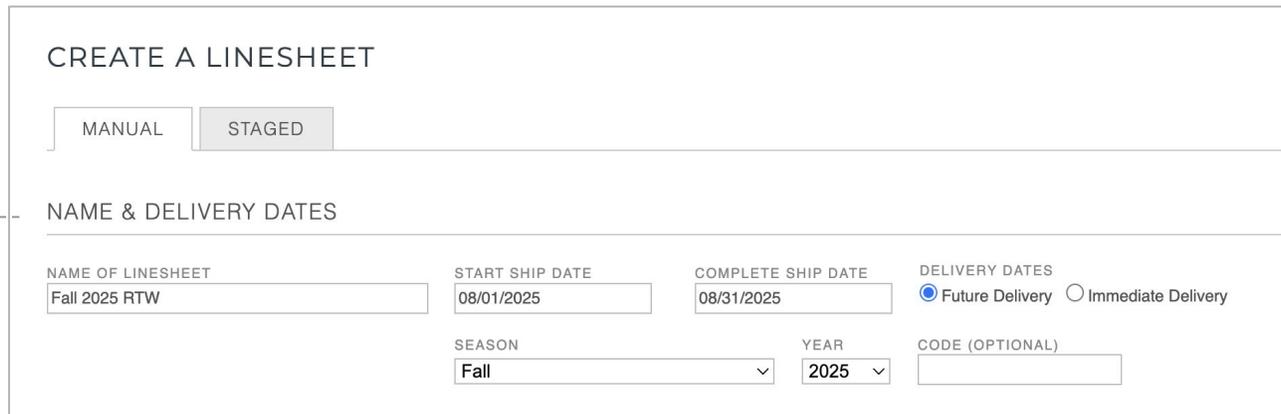
- Go to **Products** → **Manage Linesheets**
- Click on **Create**



| Linesheets | | | | |
|--------------------------|-----------------|--------------|------------------|-----------|
| Current | Archived | Bulk Actions | Filters | Search... |
| <input type="checkbox"/> | Linesheet Na... | Created on | Last modified... | Owner |
| <input type="checkbox"/> | FALL 2022 | 02/22/2018 | 09/14/2022 | Other |

5 Fill in required fields

- **Linesheet Name**
- **Season & Year**
- **Delivery Dates**



CREATE A LINESHEET

MANUAL STAGED

NAME & DELIVERY DATES

NAME OF LINESHEET: Fall 2025 RTW

START SHIP DATE: 08/01/2025

COMPLETE SHIP DATE: 08/31/2025

DELIVERY DATES: Future Delivery Immediate Delivery

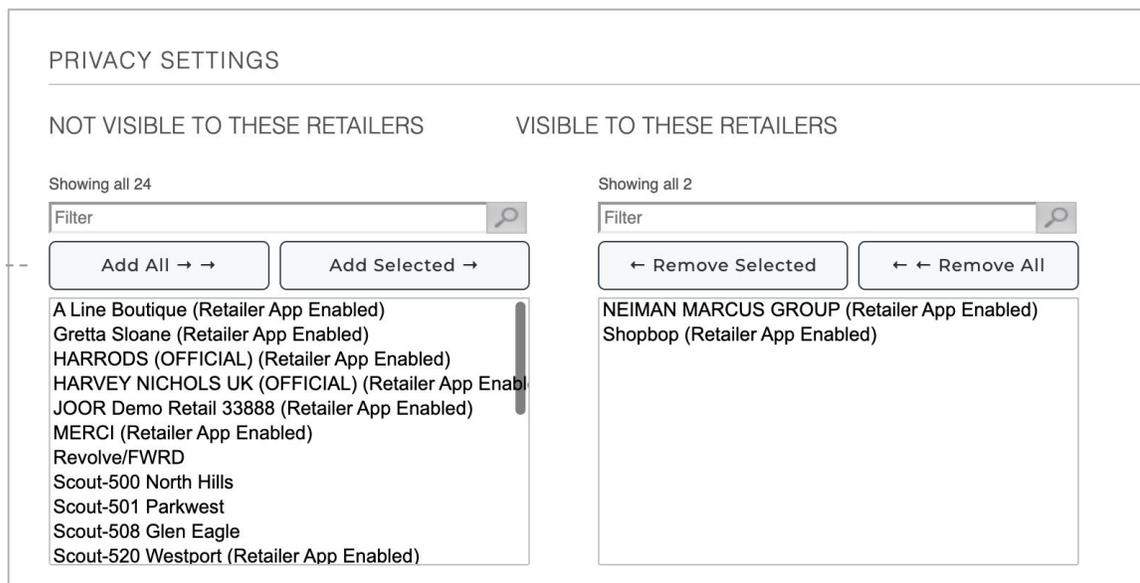
SEASON: Fall

YEAR: 2025

CODE (OPTIONAL):

6 Set the Privacy Settings

- Click the **Retailer Name** → **Add Selected**



PRIVACY SETTINGS

NOT VISIBLE TO THESE RETAILERS

Showing all 24

Filter

Add All → Add Selected →

A Line Boutique (Retailer App Enabled)
Gretta Sloane (Retailer App Enabled)
HARRODS (OFFICIAL) (Retailer App Enabled)
HARVEY NICHOLS UK (OFFICIAL) (Retailer App Enabled)
JOOR Demo Retail 33888 (Retailer App Enabled)
MERCY (Retailer App Enabled)
Revolve/FWRD
Scout-500 North Hills
Scout-501 Parkwest
Scout-508 Glen Eagle
Scout-520 Westport (Retailer App Enabled)

VISIBLE TO THESE RETAILERS

Showing all 2

Filter

← Remove Selected ← ← Remove All

NEIMAN MARCUS GROUP (Retailer App Enabled)
Shopbop (Retailer App Enabled)

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.

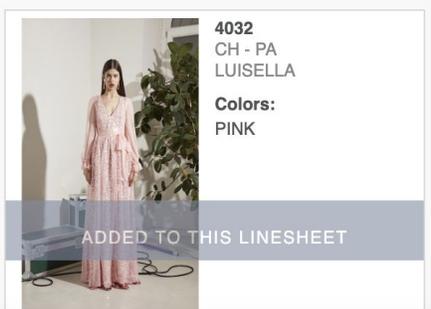
SELECT SEASON TO FILTER LINESHEETS
All Season Years

SELECT LINESHEET TO FILTER STYLES
FALL 2022

ADD ALL STYLES

Search by name and number

Advanced Search

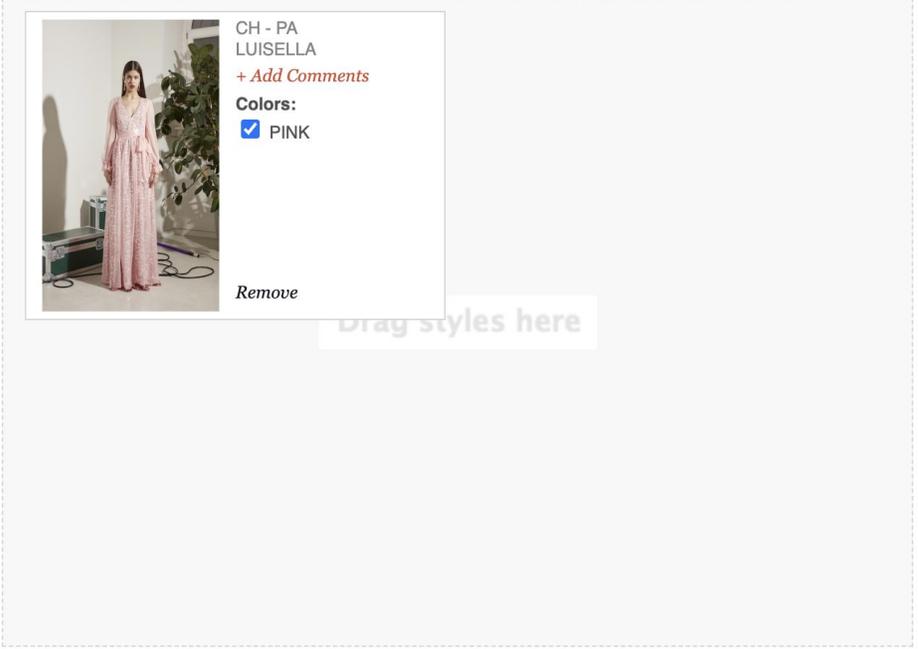


4032
CH - PA
LUISELLA
Colors:
PINK

ADDED TO THIS LINESHEET

Styles in this Linesheet

SORT STYLES BY:



CH - PA
LUISELLA
+ Add Comments
Colors:
 PINK

Remove

Drag styles here

6 Scroll down and click on save

Section 3

Update Your Styles & Linesheets After They Have Been Uploaded

1

Update Your Styles in Bulk

2

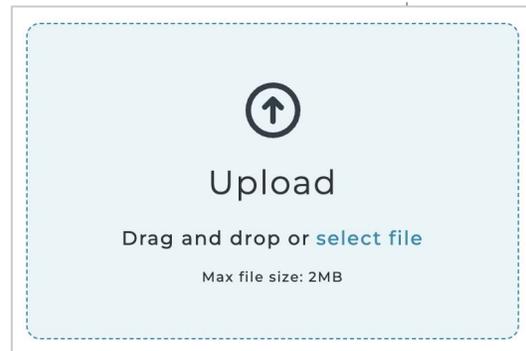
Update Your Styles Individually

1

Upload Your Styles in Bulk

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

- Click on **Products** → **Upload Styles**
- Select file to upload
- Click **Next** to continue



- 4 Update your Linesheet

- Click on **Update Existing Linesheet**
- Search for the Linesheet you want to update
- Click on **Update Linesheet**

Upload Styles - Add to Linesheet

You can add these styles to a new linesheet, or update an existing linesheet

[Create a new linesheet](#) [Update existing linesheet](#)

Choose Existing Linesheet *

Women's Spring RTW Collection

Choose a Category * ⓘ

Women - Apparel - General Apparel

Add to New Styles Only

Add to New Styles & Replace for Existing Styles

[Back](#) [Update Linesheet](#)

2

Update Your Styles Individually

1 Edit Your Style Individually

- Go to **Products** → **Manage Linesheets**
- Click on the Linesheet to open Linesheet Preview
- Click **Edit** on the corresponding Style

2 Edit the Style Details

- Edit corresponding style details

3 Scroll down and click save

WRTW NEW ADDITIONS Edit | Badges | Share | Print

Delivery Window: Immediate

GROUP BY: **LINESHEET**

| | | |
|--|---|---|
|  IS123 Isabella Suit W: USD 200.00 R: USD 900.00 <input type="button" value="Buy"/> |  sp123 Sally Parka W: USD 250.00 R: USD 900.00 <input type="button" value="Buy"/> |  tmt123 Tessa Mockneck Tee Black White Navy W: USD 0.01 R: USD 0.00 <input type="button" value="Buy"/> |
|--|---|---|

EDIT STYLE

STYLE DETAILS

*INDICATES REQUIRED FIELDS

| | |
|---|--|
| Style Name * Isabella Suit | Description <input type="text"/> |
| Style Number * IS123 | |
| Country Of Origin ITALY | SILHOUETTE Slim CLEAR EDIT |
| Measurements <input type="text"/> | FABRICATION silk CLEAR EDIT |
| Heel Height <input type="text"/> | MATERIAL (125 characters max) <input type="text"/> |
| Source Of Materials Italy | |
| Model Height <input type="text"/> | |

>

PRICING

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

| CURRENCY / PRICE TYPE * | WHOLESALE | SUGGESTED RETAIL |
|-------------------------|-----------|------------------|
| USD | 200.00 | USD 400.00 |