Guide for

LITE BRANDS

JOOR

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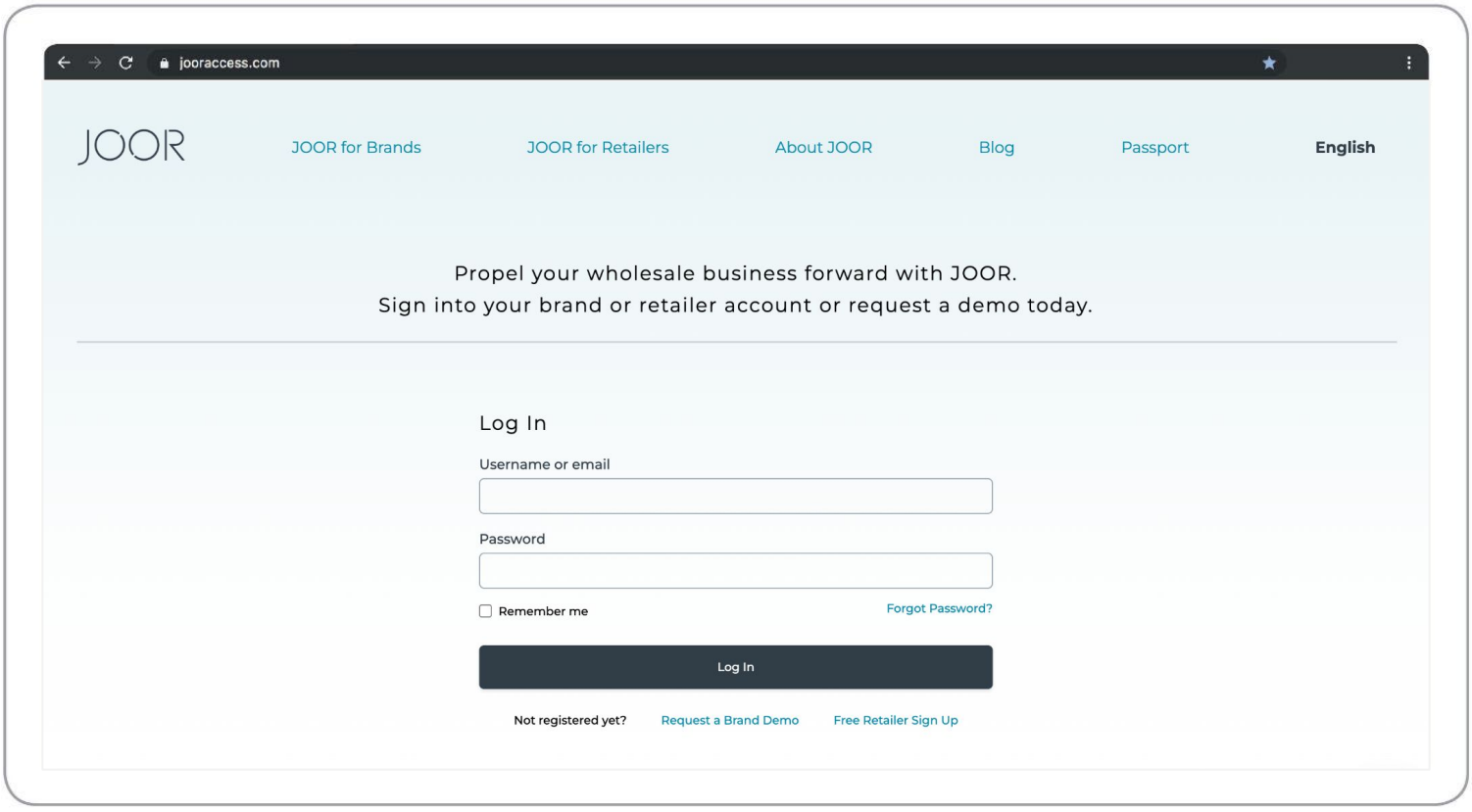
Section I

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. 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**



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

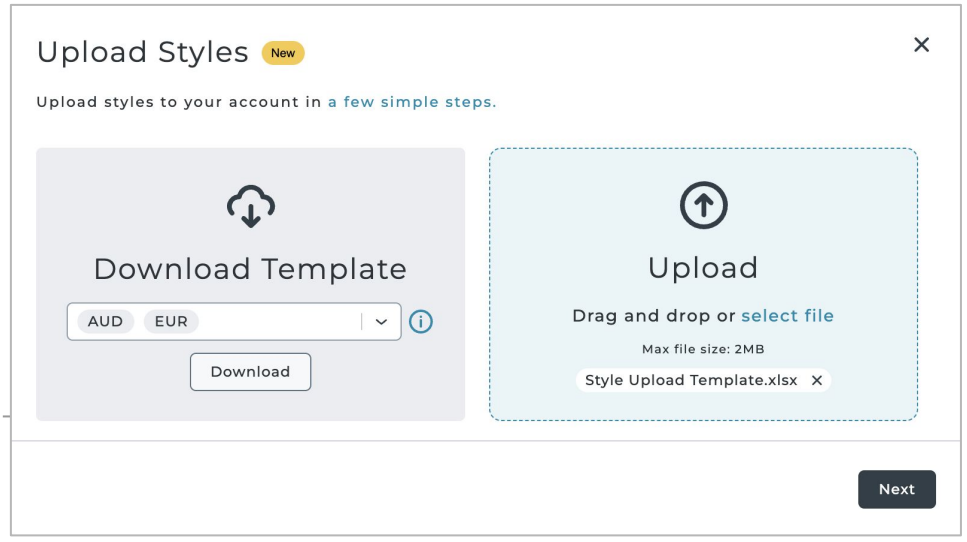
2 Fill in required fields

- **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

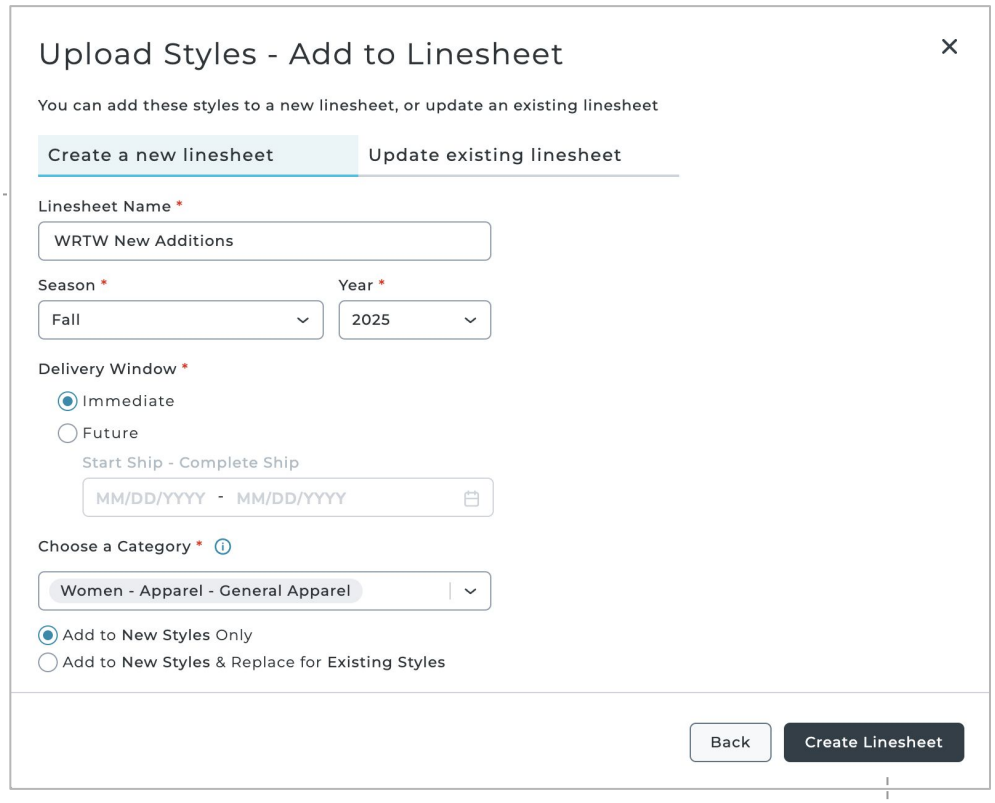
- Save as **.xlsx** or .**csv**
- Select file to upload
- Click **Next** to continue



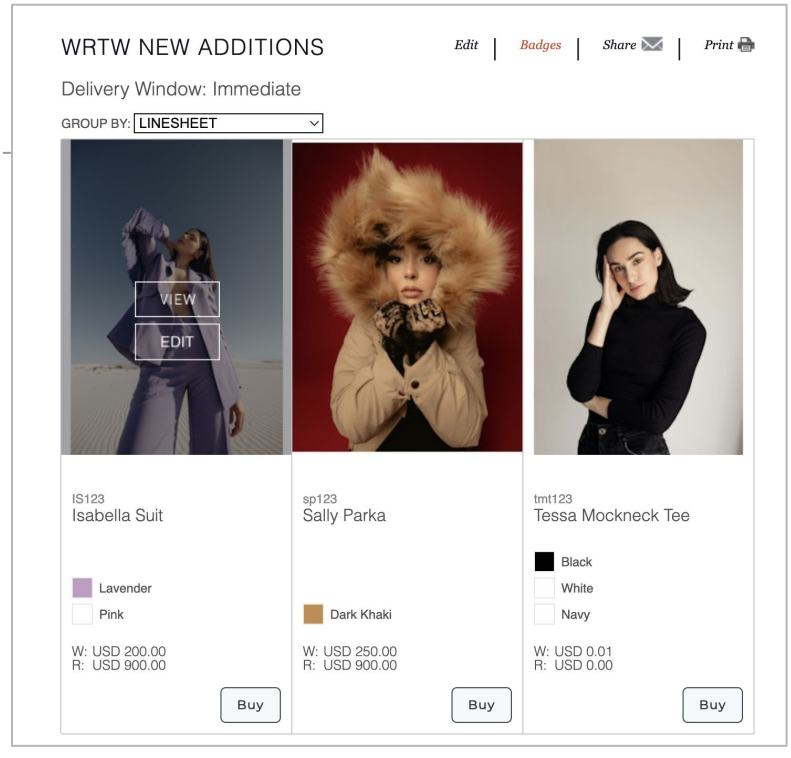
! PRO TIP:

- *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

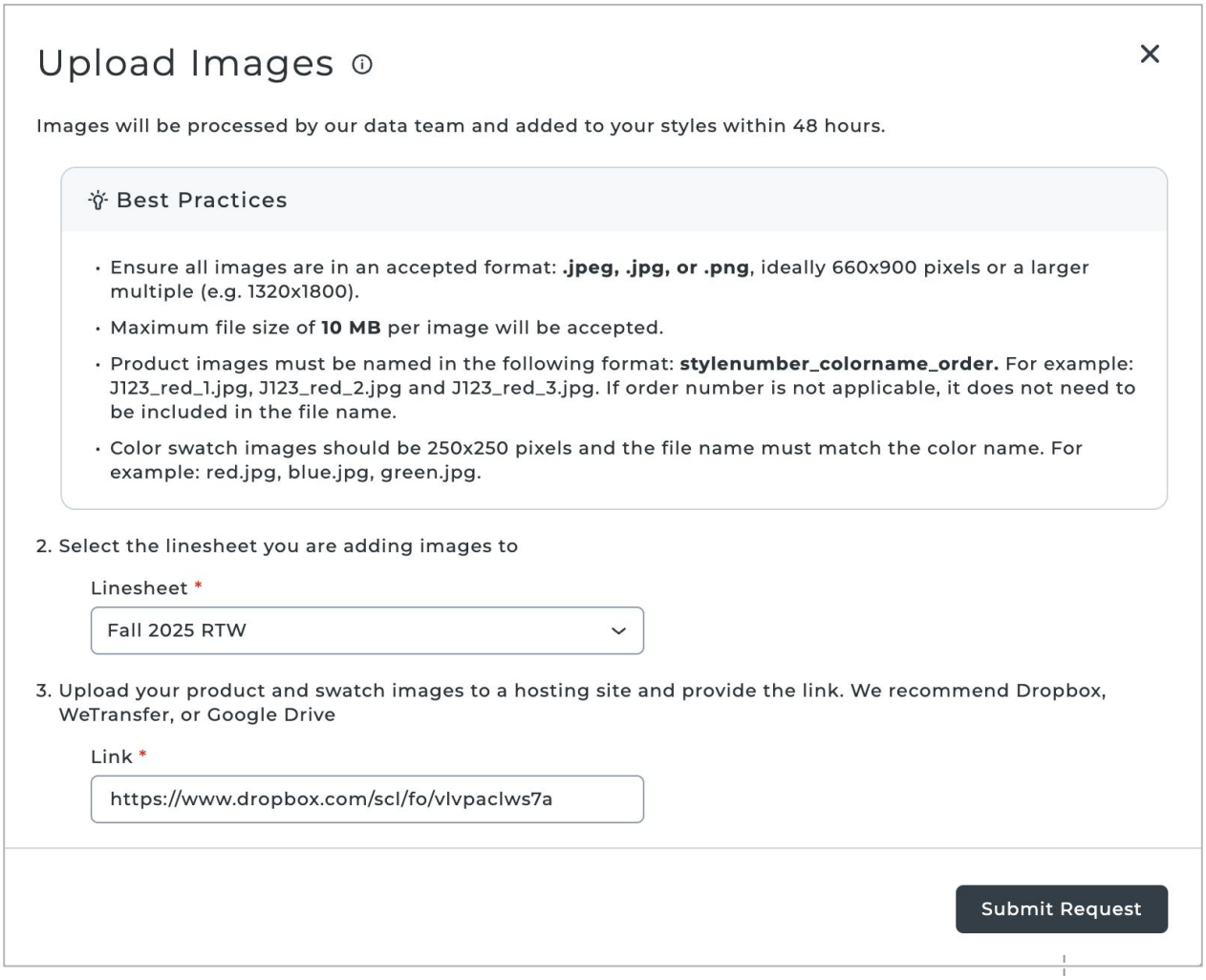


- After you click on **Create Linesheet**, you will be taken to the Linesheet Preview page for your newly created linesheet



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**

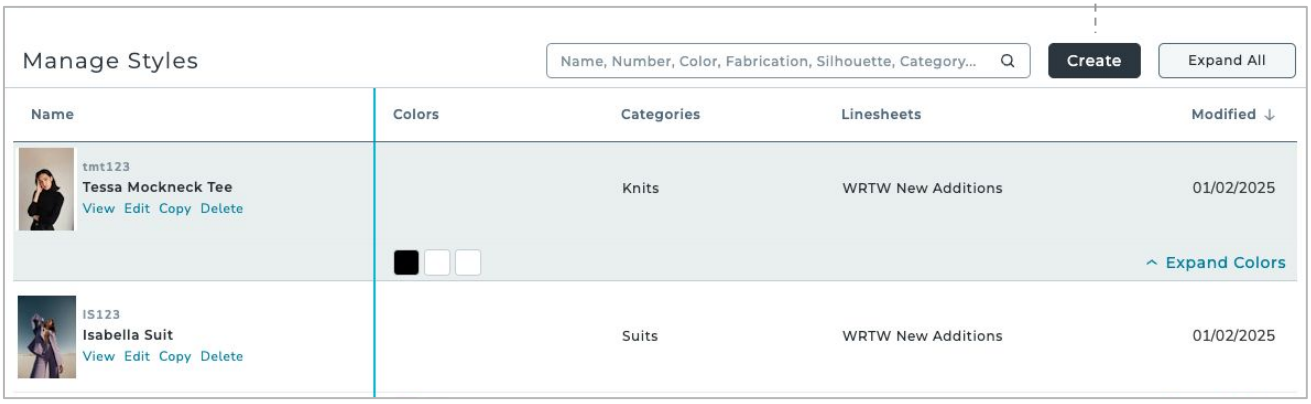


- Add required info & **Submit Request**

2 Create Your Styles Individually

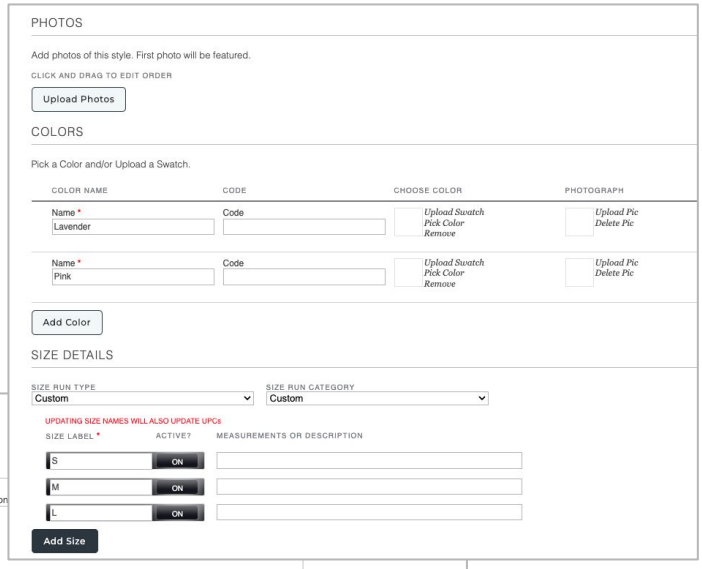
1 Create your Styles

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

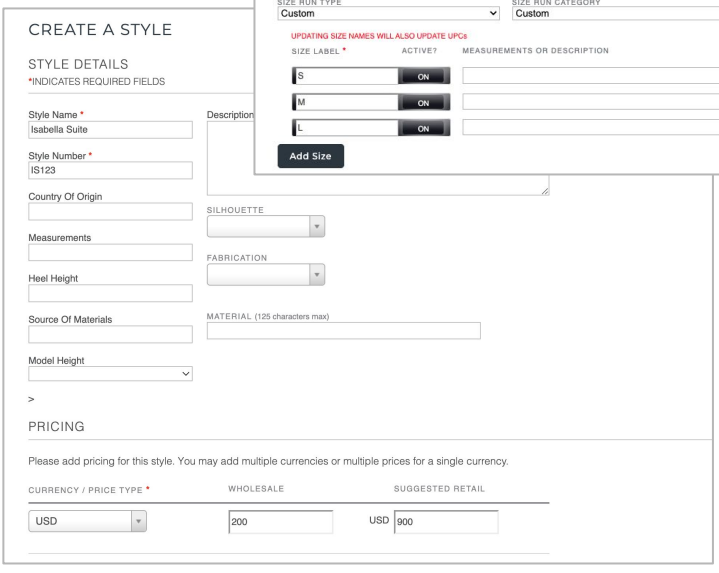


2 Fill in required fields

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

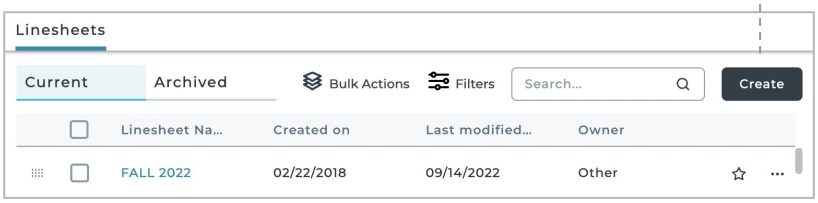


3 Scroll down and click on save



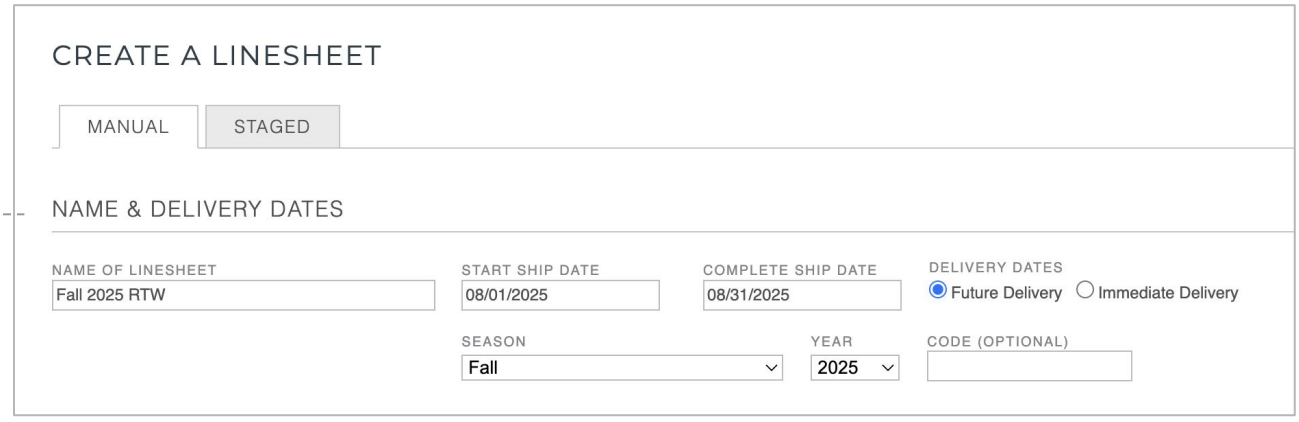
4 Create your Linesheet

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



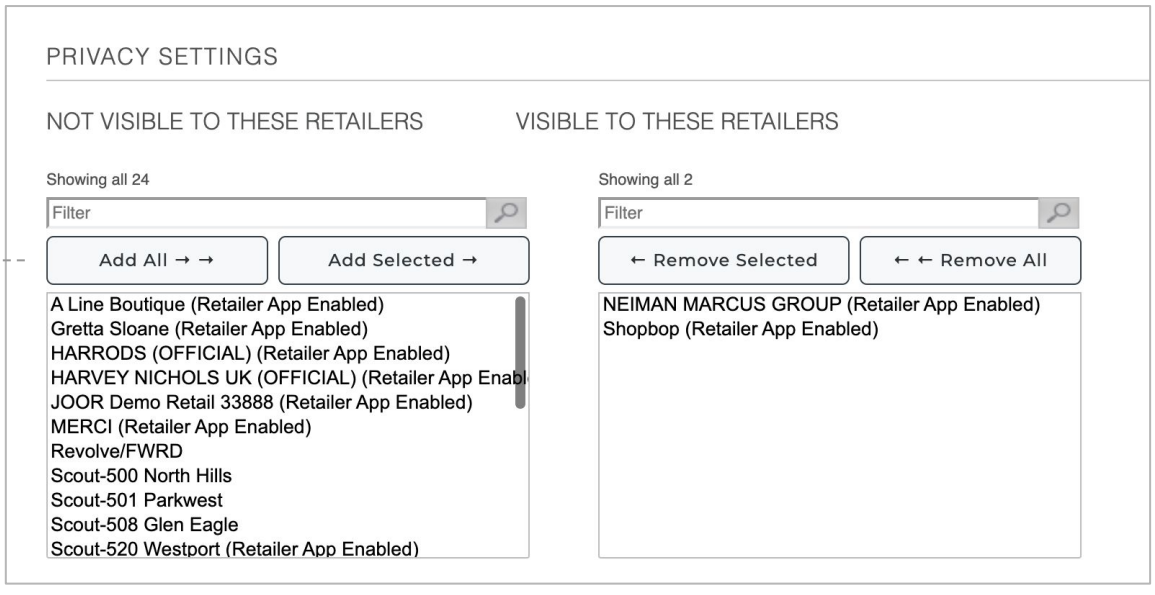
5 Fill in required fields

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



6 Set the Privacy Settings

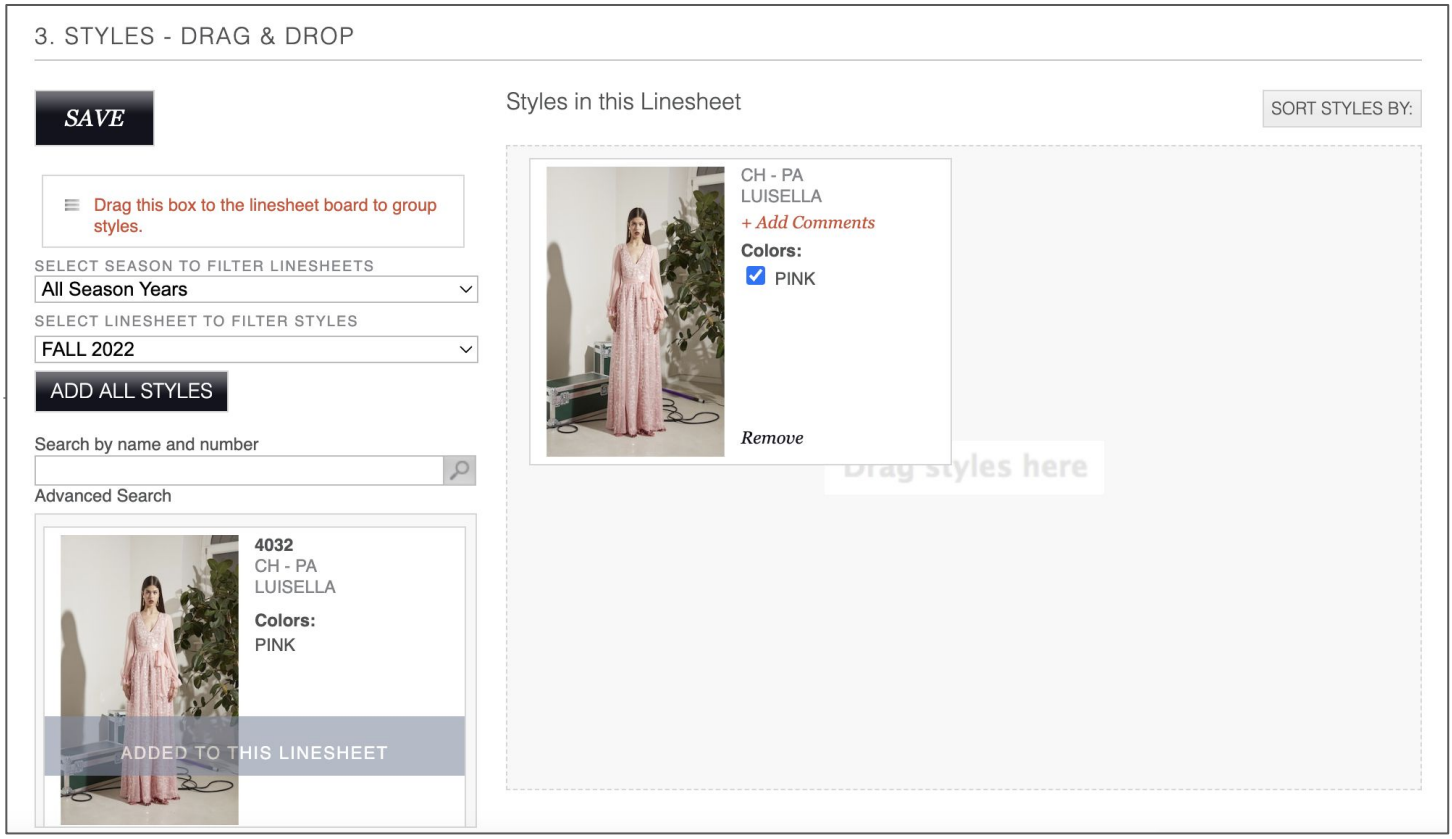
- Click the **Retailer Name → Add Selected**



5 Add Styles to your Linesheet

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

- Select the Style
- Click **add**



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

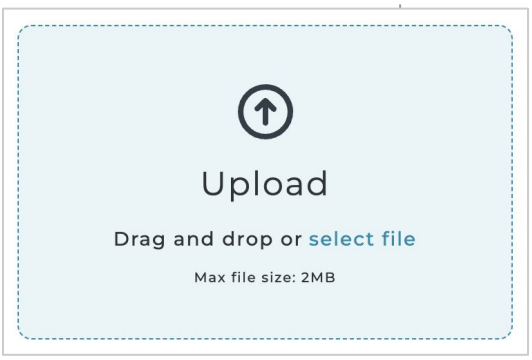
1 Upload Your Styles in Bulk

1 Open your existing JOOR Linesheet template

2 Fill in the template with the new style information.

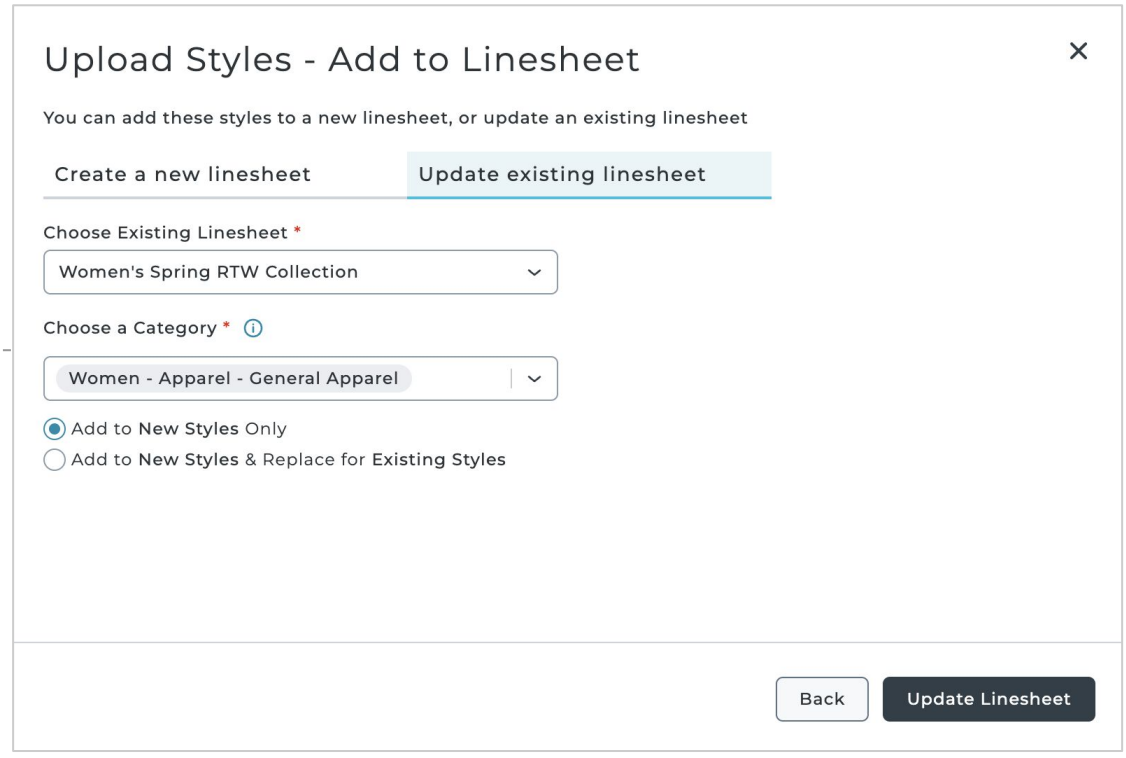
3 Re-upload the template

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



4 Update your Linesheet

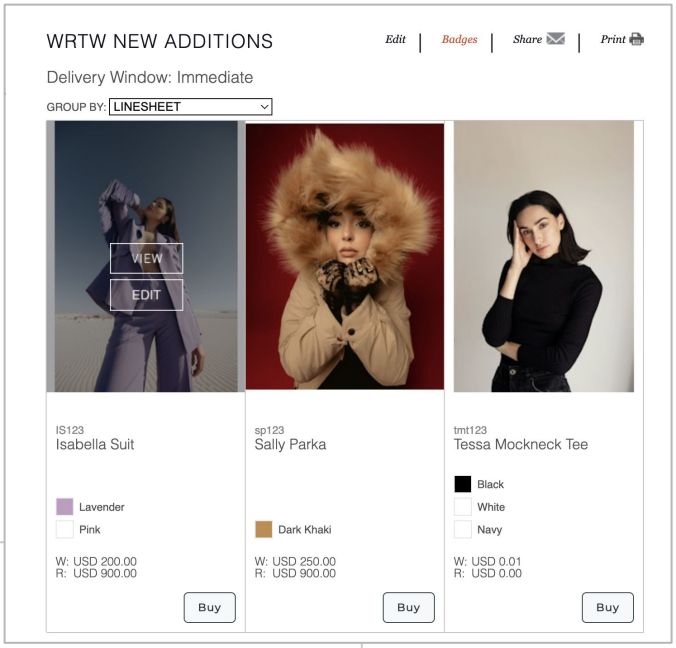
- Click on **Update Existing Linesheet**
- Search for the Linesheet you want to update
- Click on **Update Linesheet**



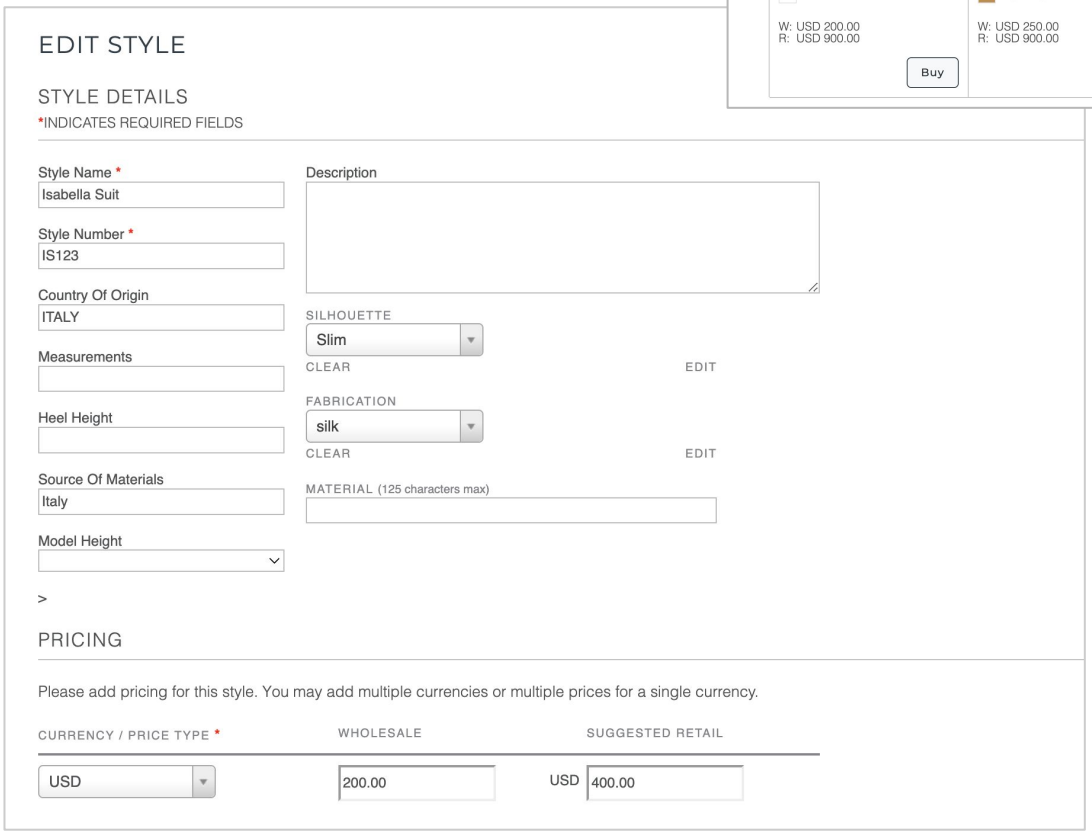
2 Update Your Styles Individually

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