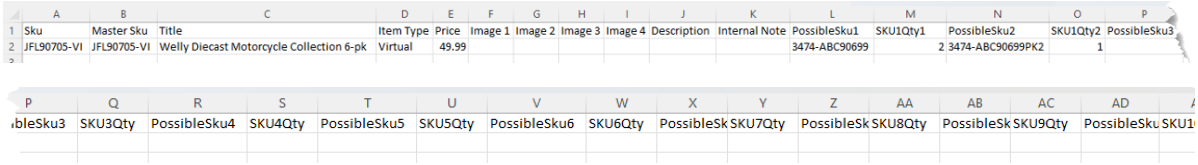
Virtual Item Template via Email Submission

A Virtual Item is a special item in EVP that supports a Parent/Child Relation between a Virtual Item and other Items or Variant Items in the EVP catalog. Which of these stockable items that are shipped will be based on which items are in stock and then based on the selection mode:

- **Priority** - the highest priority in stock item will be selected, which supports fulfillment scenarios where the preference is to ship pre-built packs of 2 before using two eaches to fulfill the order
- **Random** - the item selected will be random, which will support Mystery Box sales promotions:
  - A Mystery Box is defined as a virtual item with the ability to randomly select 1 of the stock items associated with it versus a priority-driven selection
  - A Mystery Box is a virtual item with a Pack of N UOM, which will trigger it to randomly select 'N' of the associated stock items, defined as a group of items listed for sale together. Generally, these items are stored separately at a merchant's warehouse and picked, packed, and shipped during sales order fulfillment. These differ from "Assemblies," prepared for Fulfillment by Amazon or Walmart as an "Assembly," which must be prepackaged before shipment to Amazon and are received and sold by Amazon as an assembly.

This procedure provides an overview of creating Virtual Items in EVP using an email with a Virtual Item template attachment.

Steps	Step Details
1	Enter the required data for the Virtual template using the template that is compatible with the associated catalog source on the Etail channel that will be used to process the file and create kits within the EVP Catalog  The Virtual Item Template will need to be saved with a consistent naming convention at the beginning of the file but then made unique using a date or version number, i.e., “ABC Import-Virtual Item Template-MMDDYYYY.xlsx.'

ABC Import-Vir...te.xlsx
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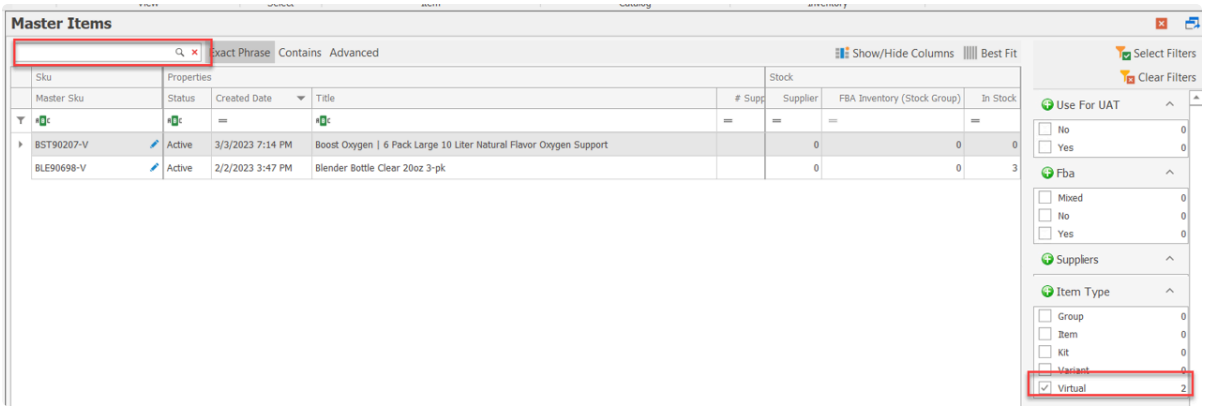
2	Create and send an email to the required email address using the required • Email = ABC_Customer@etailsolutions.com • Subject Line = ABC_Customer VI Details • Attach Template File: ABC Import-VirtualItem-Template-01102023.xlsx'
3	The submitted email will be a schedule (typically running every 15 minutes) catalog source process, and the Virtual Item will be loaded into EVP
4	Check to see if the Vitual item has been added by searching my its SKU number or filtering the Master SKU list by selecting item type = Virtual 
5	The next step is to edit the kit and setup the sales channel listing on which the item needs to be sold on. This can be done using the import sales channel process - See Sales Listing Template via Email Submission for steps on how to do this.