Shopify Web Procedures
Inventory Coordinator

1. The display name of the item is set under the Web Store tab with the field 'Web Store Display Name.'
2. An item appears online when you check the 'Display in Web' checkbox.
3. As most things will need to be pushed to Shopify but not actually appear for the customers, the most common procedure will be as follows:
   a. Set the 'Web Store Display Name' to the name specified by marketing.
   b. Check the 'Display in Web Site' checkbox.
   c. Go to Shopify (you may have to wait up to 5 minutes for a sync).
   d. Click on Products.
   e. Find the item.
   f. Click on 'Manage' next to Product Availability in the upper right hand corner. Uncheck 'Online Store.'
   g. This will make it so it is available for marketing to edit online but it won't display anywhere on our site for customers to see.
4. If you need to temporarily remove an item from online, you can go into Shopify and uncheck 'Online Store' from the Product Availability (see step f above). Unchecking 'Display in Web' on the NetSuite side isn't necessary but you can also uncheck there if need be.
5. If an item is ___NEVER___ going to be online again, you can uncheck the 'Display in Web' button and then delete the item on the Shopify side.
   a. **If an item is deleted on the Shopify side, you permanently break its connection to NetSuite. That item will <u>never</u> re-sync to Shopify.**