



## Legends:

**Retailer:** Referred to the Buyer / Client  
eg: OVS, H&M, George etc..

**Vendors:** Referred to the garment manufacturers that have tied up with respective Retailers  
eg: KPR, SKL mills etc

**Note:** Configuration are at 2 levels: **Retailer level and Product level**

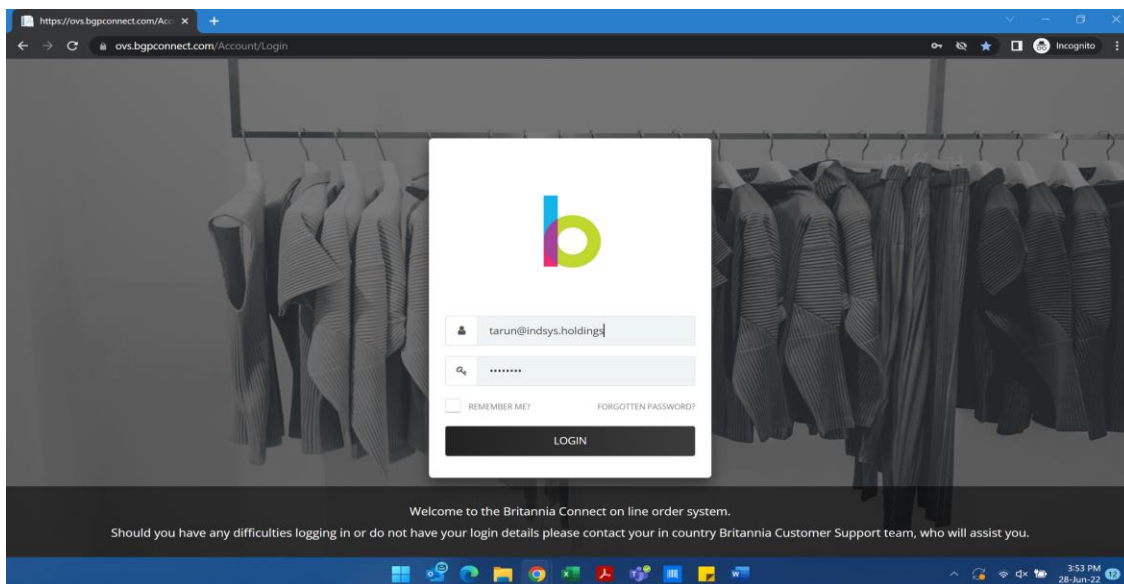
**Retailer level:** Global level configurations (default set for product level also)

**Product Level:** Configurations can be changed at this level for special products that need not follow retailer / global configurations

## Step 1:

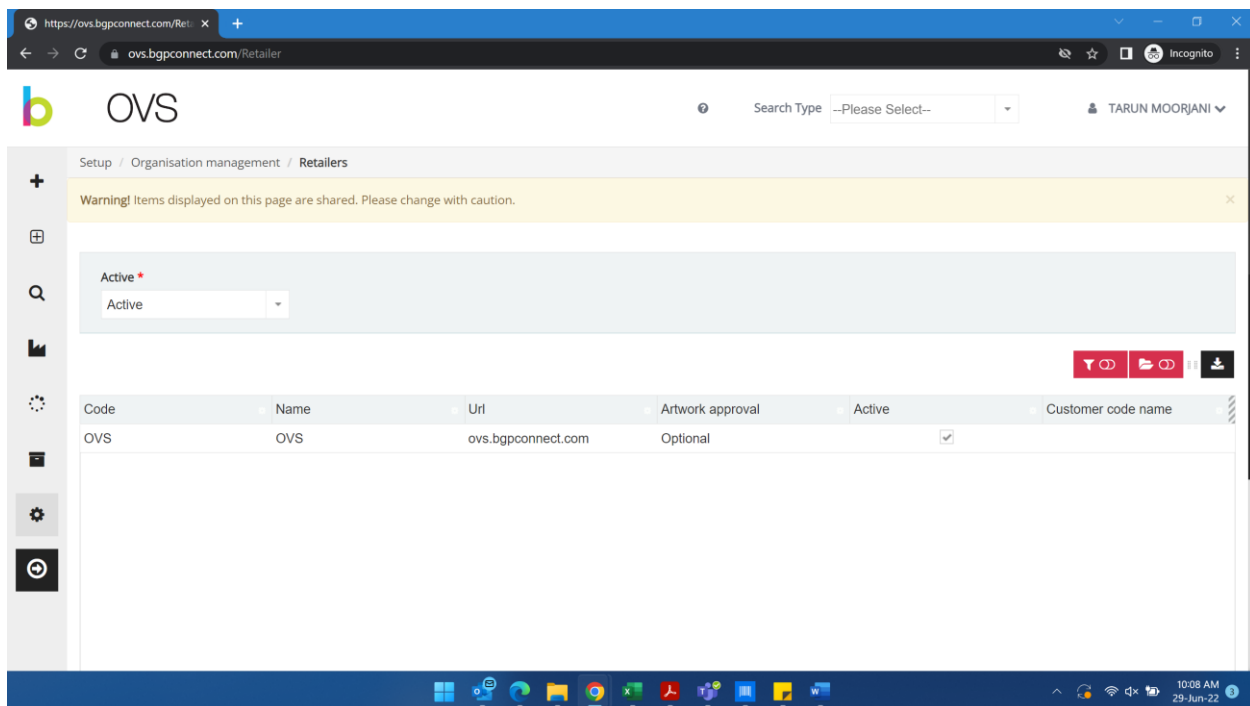
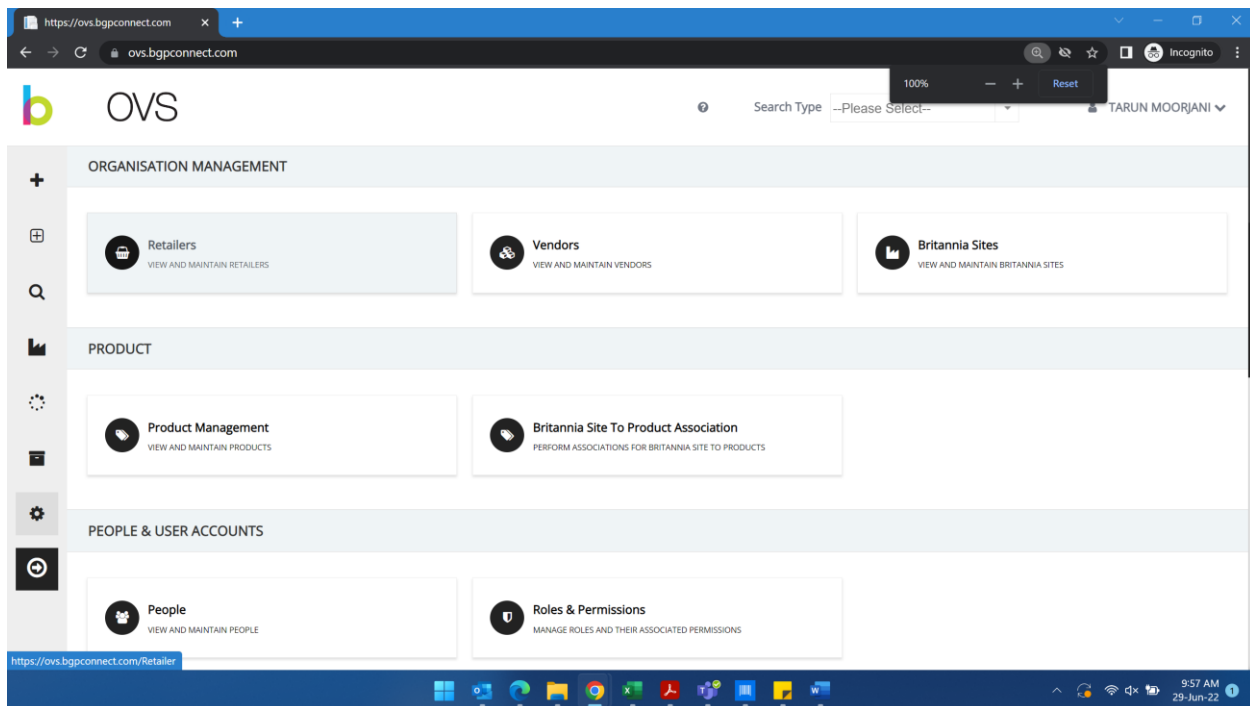
Log In to respective retailer's sub domain I.e:

[www.ovs.bgpconnect.com](http://www.ovs.bgpconnect.com)



## Step 2:

After successful login → Under '**ORGANISATION MANAGEMENT**' section  
→ Select '**Retailers**' tab



### **Step 3:** Under 'Retailer Details' tab → fill in the following fields

- **Name:** Enter the name of the retailer in this field
- **Code:** Enter a unique code for respective retailer in this field
- **Enable website:** Always check this box to be true to enable website
- **URL:** Sub domain on bgp connect is mentioned in this field
- **Deliver to another country:** Enable this checkbox if goods are delivered to another country
- **Time Zone:** Enter the correct time zone from drop down list
- **Active:** Enable this check box to make this retailer active

The screenshot shows a web browser window with the URL <https://ovs.bgpconnect.com/Retailer>. The page displays the 'Retailer details' form. The form fields are as follows:

- Name:** Text input field containing 'OVS'.
- Code:** Text input field containing 'OVS'.
- Enable website:** Checked checkbox.
- Url:** Text input field containing 'ovs.bgpconnect.com'.
- Deliver to any country:** Unchecked checkbox.
- Time Zone:** Dropdown menu showing 'Asia/Kolkata'.
- Active:** Checked checkbox.

Below the 'Retailer details' section is the 'Order Setup' section, which includes:

- Artwork approval:** Dropdown menu showing 'Optional'.
- Artwork Approval Message:** Text area for input.
- Enable artwork approval prompt:** Unchecked checkbox.
- Artwork Approval Pop-up Message:** Text area for input.
- Notify order placed on artwork approval:** Unchecked checkbox.
- Artwork approval with images:** Unchecked checkbox.

### **ORDER SETUP:**

Fill in details for the following fields and click on '**Save**' button,

- **Artwork Approval:** Choose from Optional/ Artwork Required / Not Required

- **Artwork Approval Message:** Enter the artwork approval message in this field
- **Enable Artwork approval prompt:** check this box to enable prompt of artwork
- **Artwork approval pop up message:** enter the artwork approval message in this box.
- **Notify order placer on artwork approval:** Enabling this checkbox will send email notification to order placer
- **Artwork Approval with images:** Enabling this option will send artwork with images
- **Can update product quantity:** Enable this option for order placers to update product quantity
- **Can add product variants:** Enable this option for order placers to add product variants
- **Can delete product variants:** Enable this option for order placers to delete product variants
- **Use Customer code:** Enable this option for order placers to use customer code
- **Use Style code one:** Enable this option for order placers to use style code one
- **Use style code 2:** Enable this option for order placers to use style code 2
- **Use style code 3:** Enable this option for order placers to use style code 3
- **Order message:** Enter the order message in this box

## **Step 4: Addresses**

Click on the **Addresses** tab → click on the + icon to add addresses → Enter required details for the following fields.

- **Department/ Person**
- **Active**
- **Address 1**
- **Address 2**

- City / Town
- County
- Postcode / Zip Code
- Country
- Invoice Address
- Delivery Address

The screenshot shows the OVS Retailer management interface. The browser address bar displays <https://ovs.bgpconnect.com/Retailer>. The page header includes the OVS logo, a search type dropdown set to "--Please Select--", and a user profile for TARUN MOORJANI. The main navigation bar contains tabs for Retailer details, Addresses, Brands, Retailer Product Types, Lookup List, Variable Data Fields, Vendors, and Disallowed Delivery Countries. The "Addresses" tab is active, showing a filter for "Active" and "Address type" set to "All". Below the filters is a table with the following data:

Department/...	Address 1	Address 2	City / Town	State / Regl...	Postcode / Z...	Country	Invoice Addr...	Delivery Add...	Active
Head Office	Via Terraglio 17	Mestre	Venezia		30174	Italy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The screenshot shows the OVS Retailer management interface with the "Address details" form for the "Head Office" selected. The form includes the following fields:

- Department/ Person: Head Office
- Active: ☒
- Address:
  - Address 1: Via Terraglio 17
  - Address 2: Mestre
  - City / Town: Venezia
  - Country: Italy
  - Postcode / Zip Code: 30174
- Invoice address: Invoice Address ☐ Default invoice address ☐
- Delivery address: Delivery Address ☐ Default delivery address ☐

At the bottom right, there are buttons for "Save", "Save & Close", and "Cancel".

## Step 5: Brands master

Click on the 'Brands' tab → Brands master list will be displayed

The screenshot shows the OVS Brands master list interface. The browser address bar displays <https://ovs.bgpconnect.com/Retailer#>. The OVS logo is in the top left, and the user name 'TARUN MOORJANI' is in the top right. The main navigation bar includes 'Retailer details', 'Addresses', 'Brands', 'Retailer Product Types', 'Lookup List', 'Variable Data Fields', 'Vendors', and 'Disallowed Delivery Countries'. The 'Brands' tab is selected. Below the navigation bar, there is a filter section with 'Active' set to 'Active'. A table displays the following data:

Name	Code	Active
BASIC	BASIC	<input checked="" type="checkbox"/>
BATGIRL	BATGIRL	<input checked="" type="checkbox"/>
BLUKIDS	BLUKIDS	<input checked="" type="checkbox"/>
BUON NATALE	BUON NATALE	<input checked="" type="checkbox"/>
Core	Core	<input checked="" type="checkbox"/>
Curvy Style	Curvy Style	<input checked="" type="checkbox"/>

At the bottom right of the table, there are icons for filtering, sorting, and adding new brands.

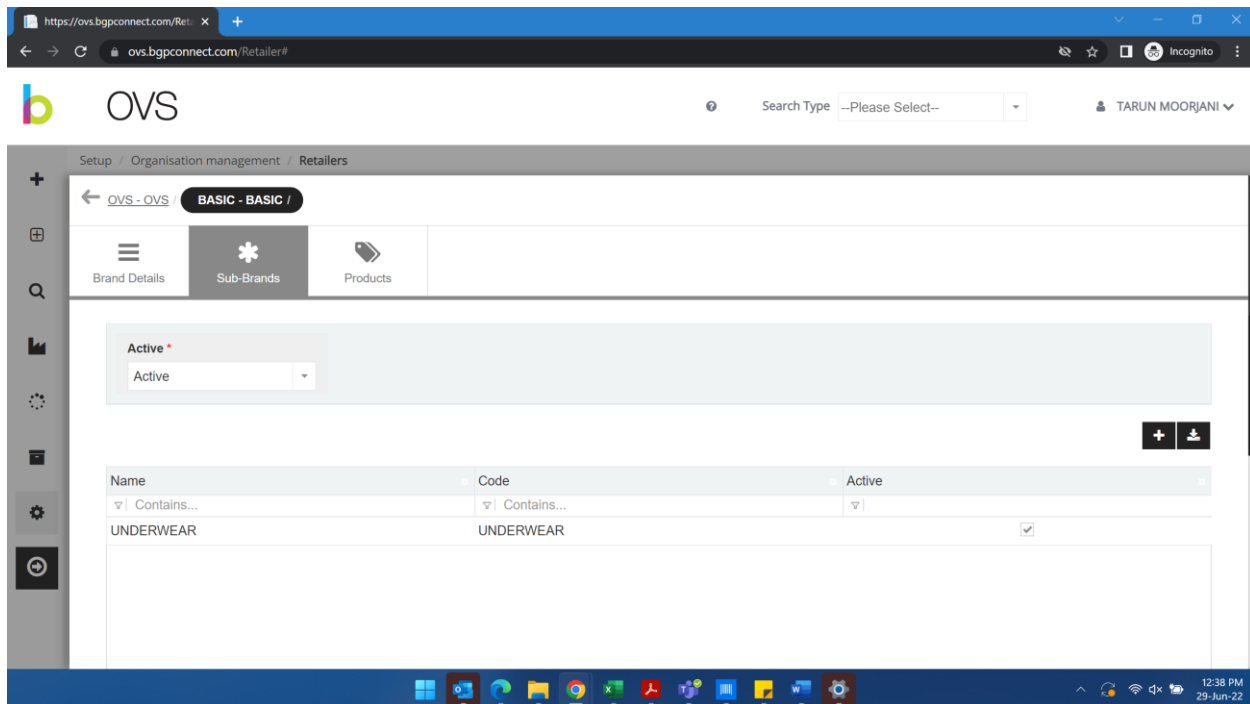
Click on the + icon to add a new brand to master → fill in the fields, **Name, Code, Active** and click on **Save / Save & Close** to add new Brand

The screenshot shows the OVS Brand Details form. The browser address bar displays <https://ovs.bgpconnect.com/Retailer#>. The OVS logo is in the top left, and the user name 'TARUN MOORJANI' is in the top right. The main navigation bar includes 'Brand Details', 'Sub-Brands', and 'Products'. The 'Brand Details' tab is selected. The form contains the following fields:

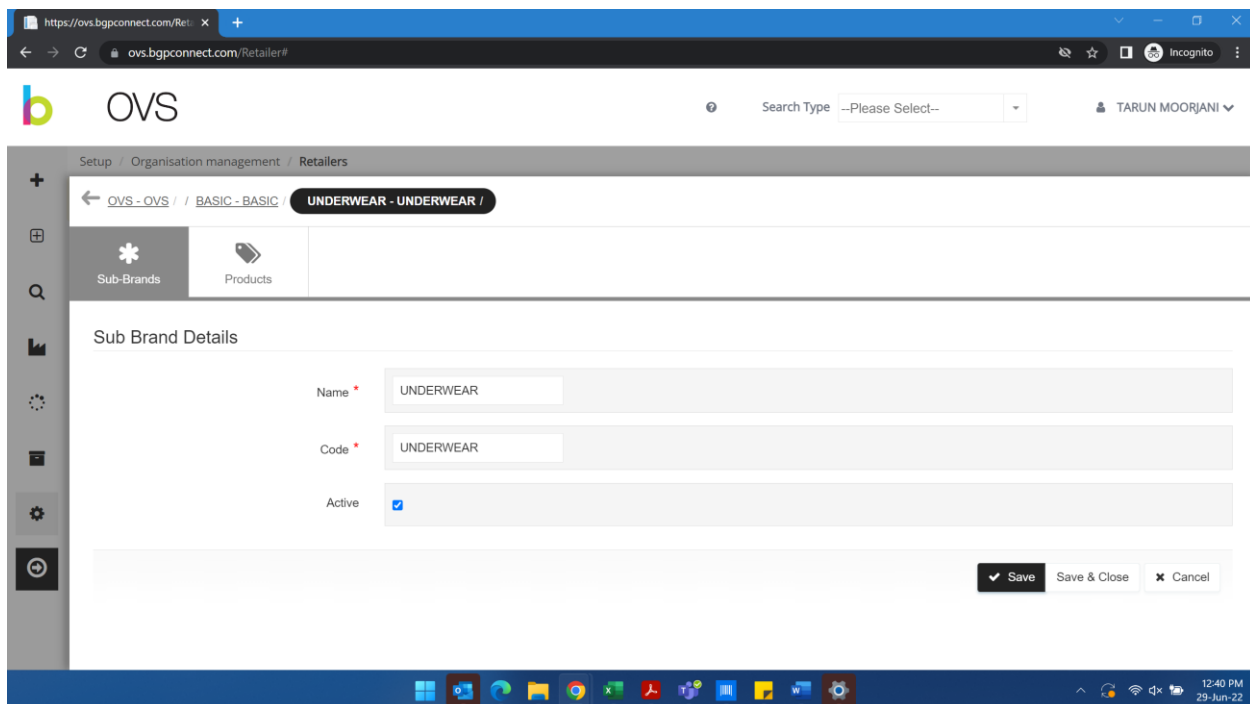
- Name: BASIC
- Code: BASIC
- Active: ☒

At the bottom right of the form, there are buttons for 'Save', 'Save & Close', and 'Cancel'.

Click on the **Sub-Brands** tab → Click on + icon to add Sub-brand directly to the respective brand chosen



Enter the fields: **Name, Code, Active** and click on **Save / Save & Close**

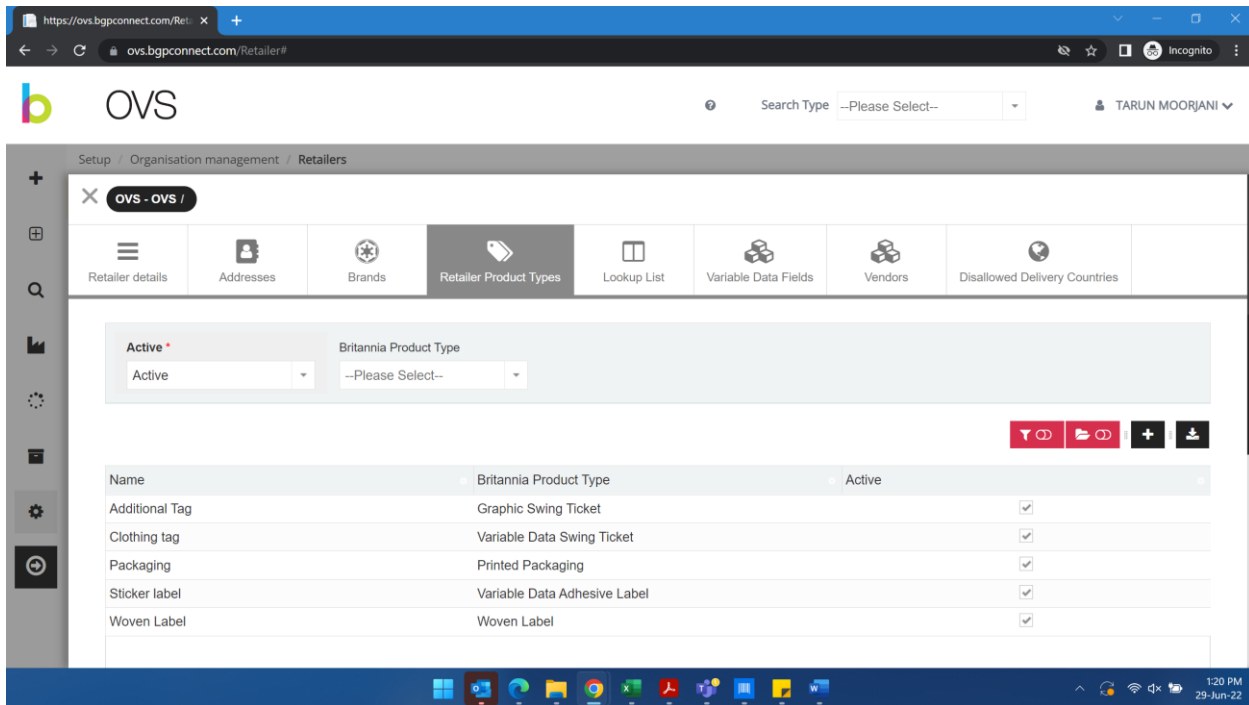


## Step 6:

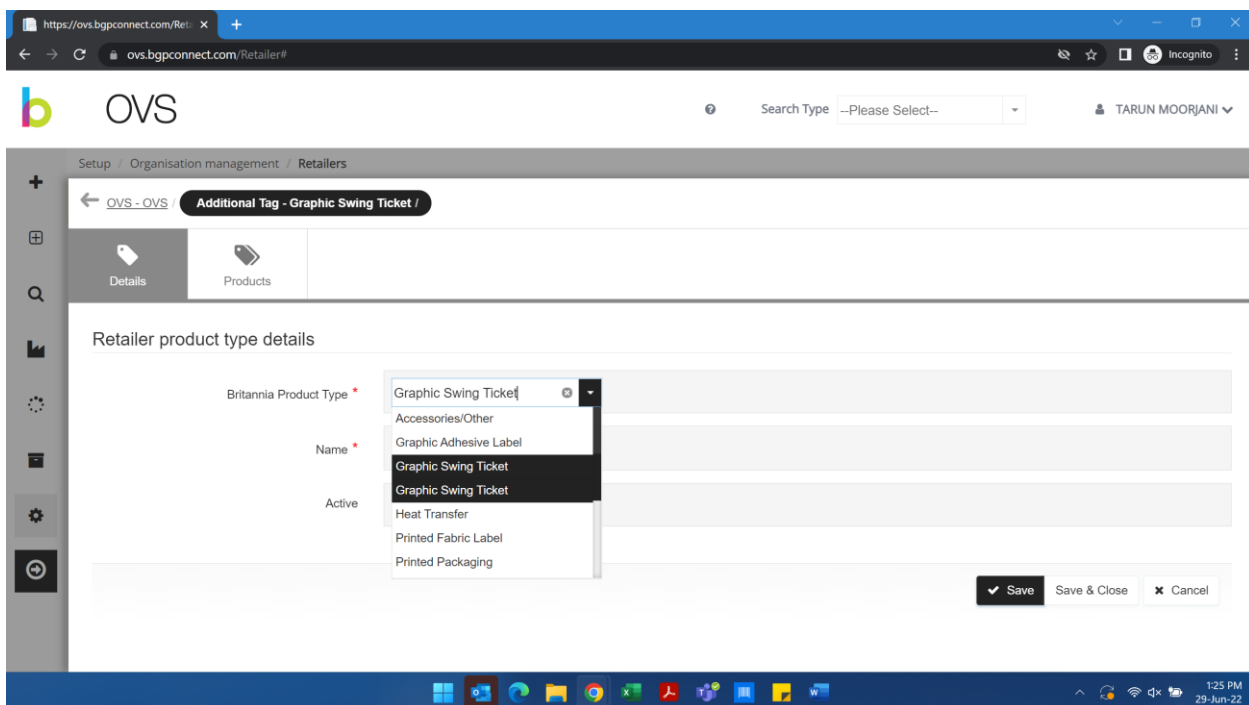
### Setting **Retailer Product Types**

Click on the '**Retailer Product Type**' tab → click on the + icon to add retailer product type

**Note:** Pre-configured , no need to add new



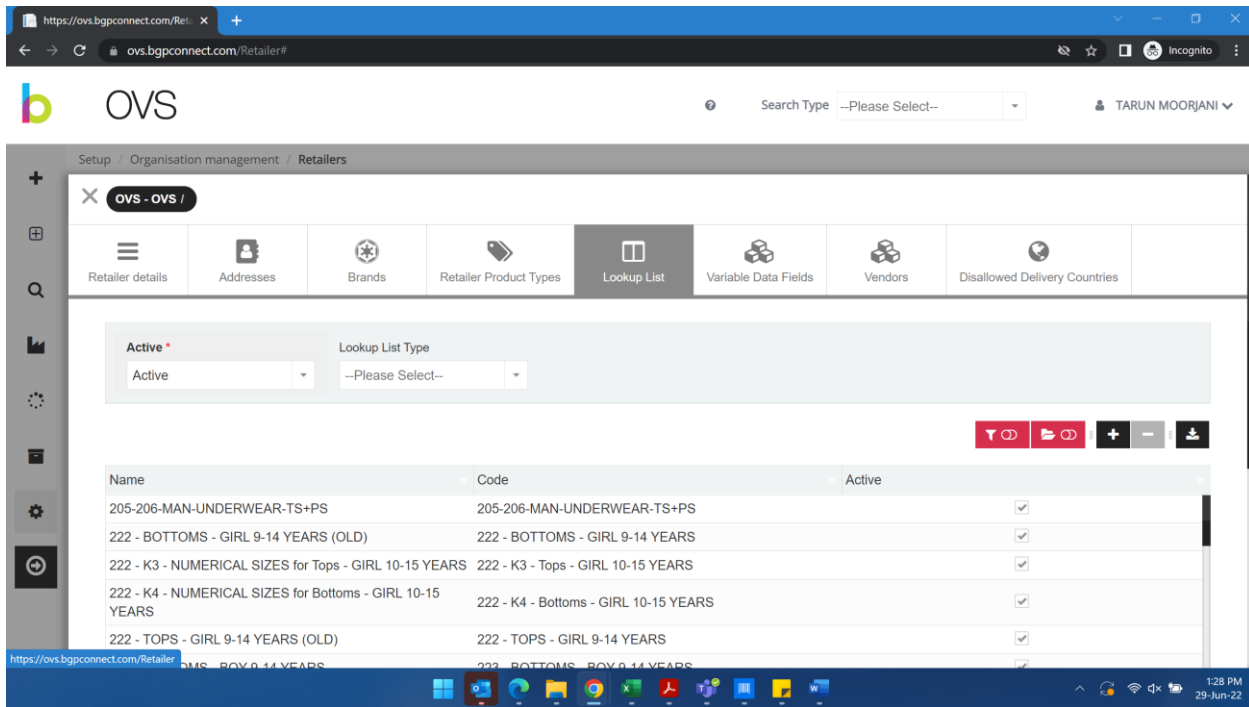
Fill the fields **Britannia Product Type**, **Name**, **Active** and click on **Save**





## Step 7:

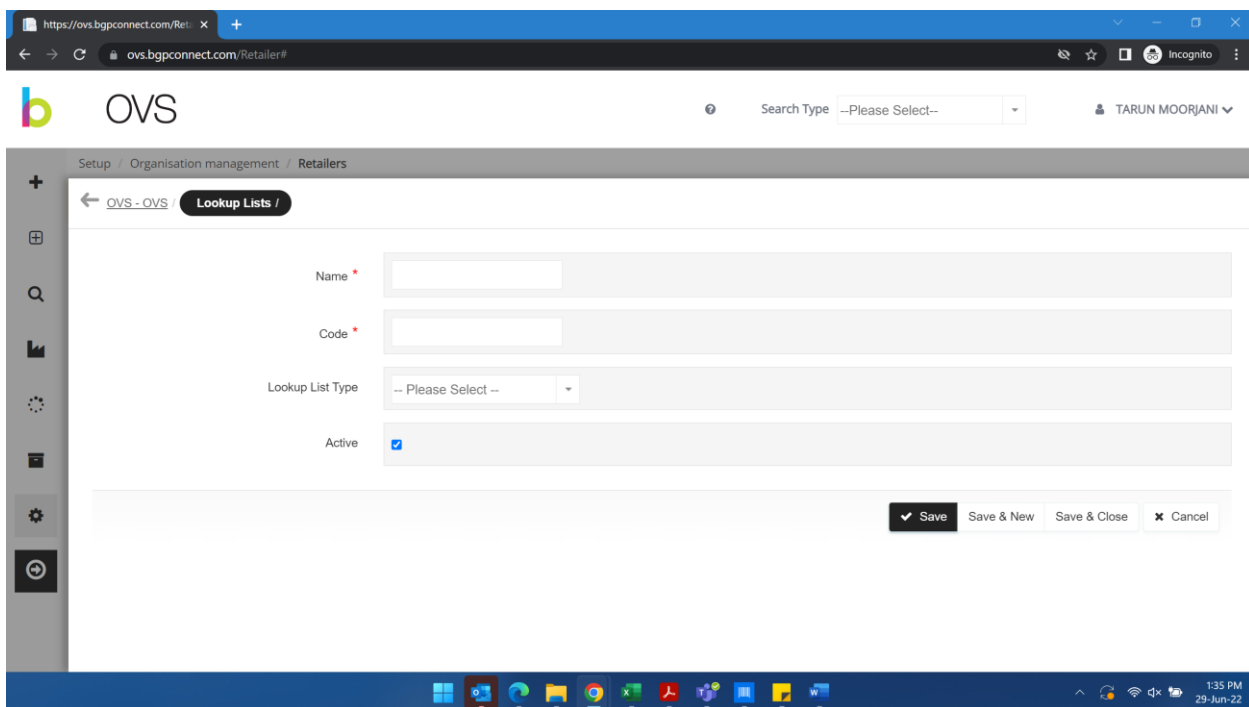
Click on the **Lookup List** tab to **create / view** lookup lists



### Step 7.1: Lookup List Creation

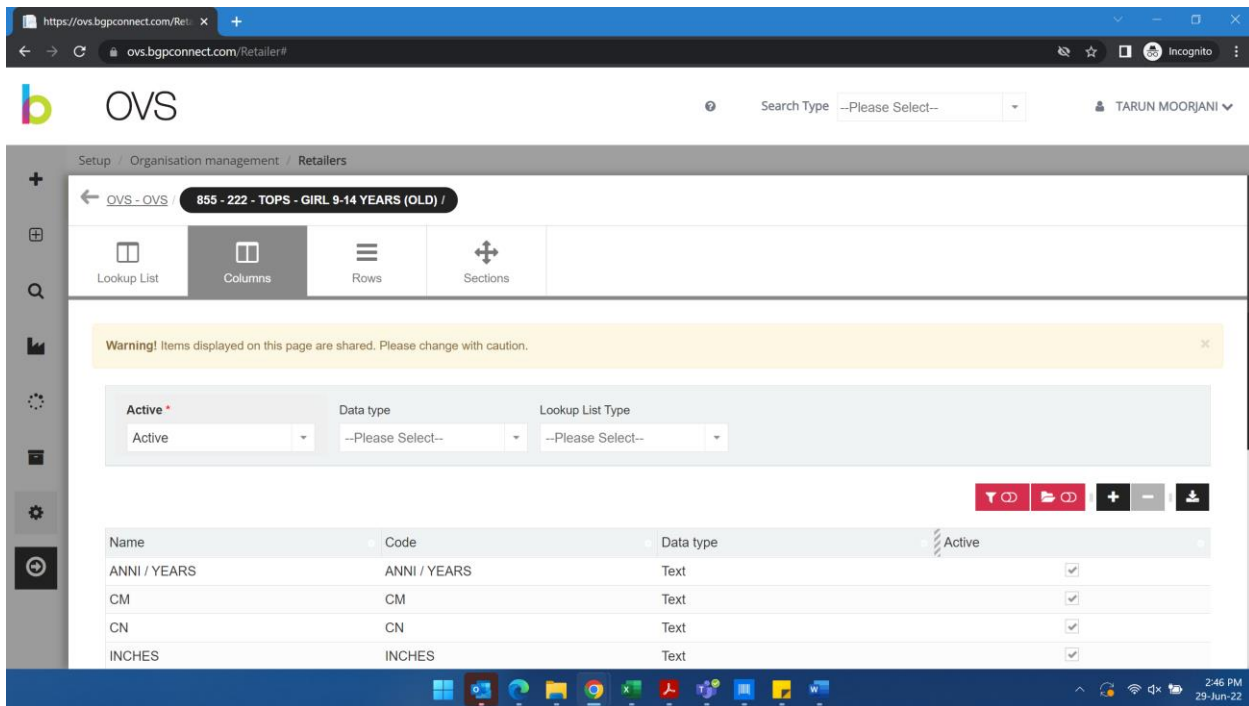
Click on **+** Icon to create a new Look up list (size charts)

Fill in the fields: **Name**, **Code**, **Lookup List type**, **Active** and click on **Save** to enable other input fields



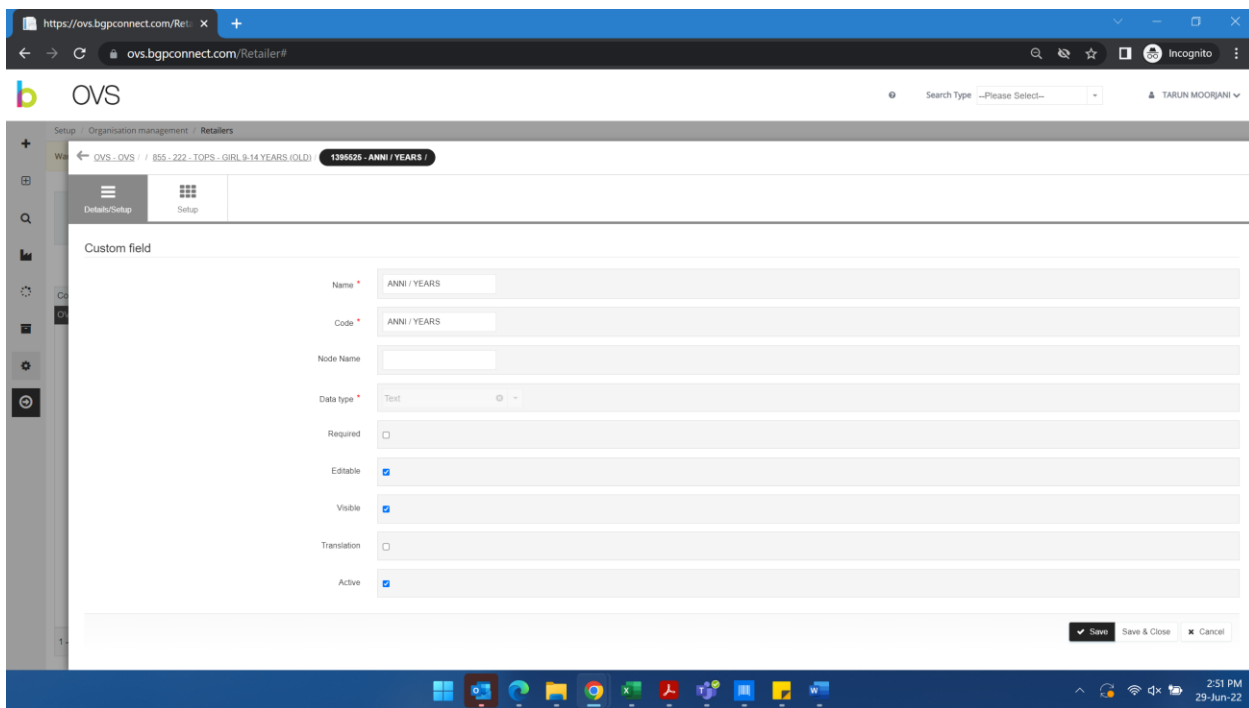
## Step 7.2: Lookup List Column header creation:

Once the lookup list is created → Click on the **Column** tab to display the column header mapped against the respective lookup list (size chart)



Click on the + icon and fill in the following fields and click on **Save** to create a column.

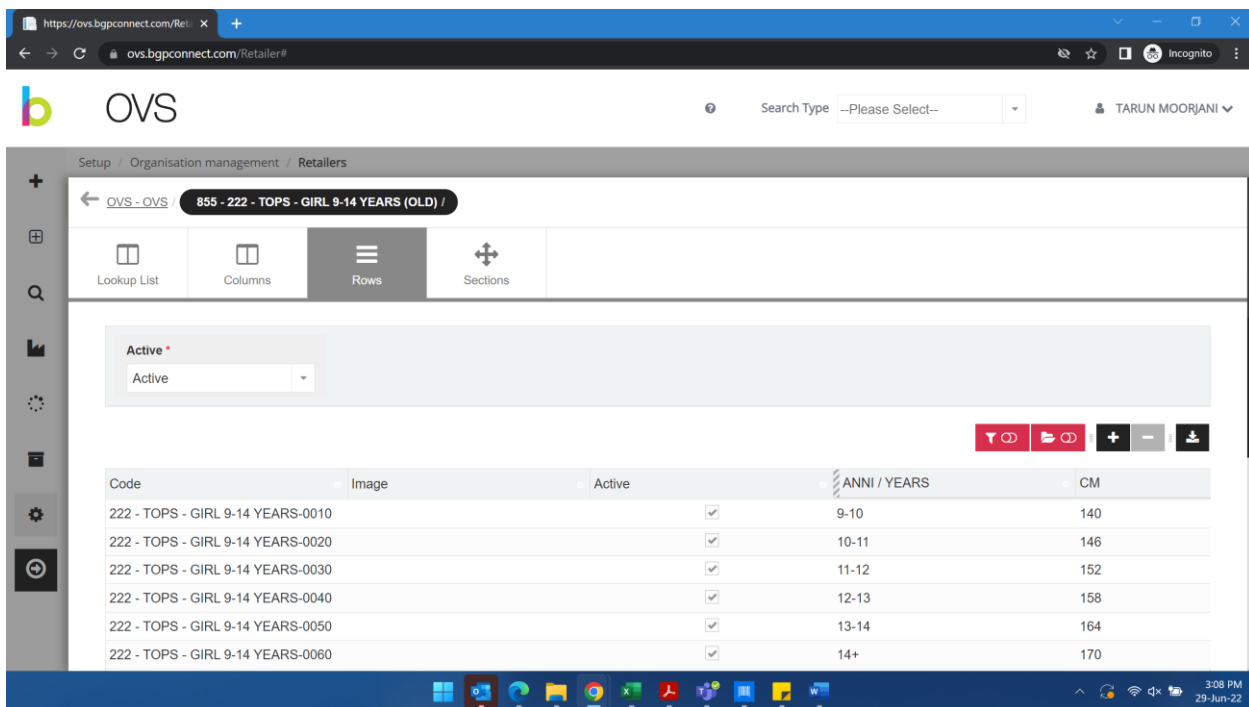
- **Name:** Enter the name of the Column header in this field
- **Code:** Enter a code for the column header in this field
- **Node Name:** Enter the Node name that will be mapped to importer
- **Data Type:** Select the required Data type from the drop-down list (Text)
- **Required:** Select this checkbox if this column is mandatory
- **Editable:** Select this checkbox to make this column editable
- **Visible:** Select this checkbox to make this column Visible
- **Translation:** Select this checkbox if this column is a Translation
- **Active:** Select this checkbox to keep this column active



Repeat the above steps as many times as required for the number of columns in respective size chart.

### Step 7.3: Row tab

Click on the **Row** tab to **Create / View** the data rows that are associated with the respective lookup list.



### Step 7.3.1 Creating a Row:

Click on the + Icon to create a new row (data)

Enter the following fields and click on **Save**

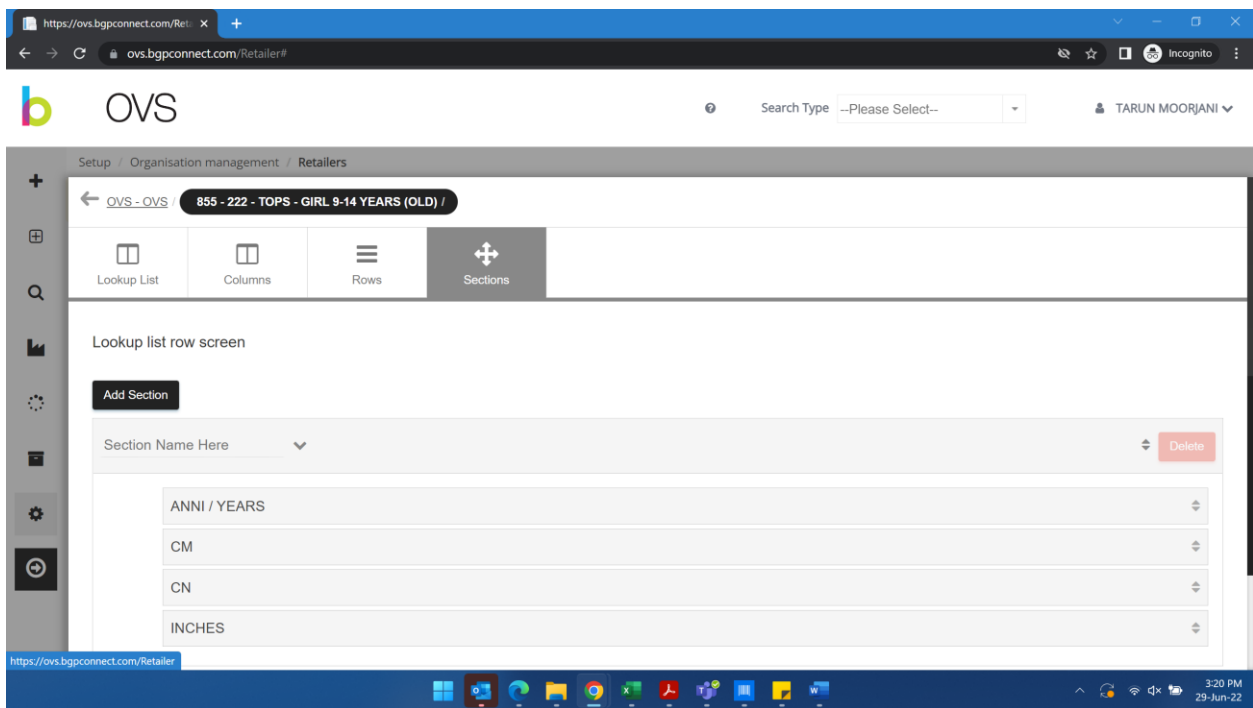
- **Code**
- **Image**
- **Active**
- **[ Respective Column Headers created]**

Repeat this step as for as many line items available in respective size chart

The screenshot displays the OVS Retailer management interface in a web browser. The browser's address bar shows the URL <https://ovs.bgpconnect.com/Retailer>. The page header includes the OVS logo, a search bar with the text "test", and the user name "TARUN MOORJANI". The main content area is titled "Setup / Organisation management / Retailers" and shows a breadcrumb trail: "OVS - OVS / 1239 - test size chart / 10 - test size chart /". Below this, there are tabs for "Details" and "Match Codes". The "Details" tab is active, showing a form for creating a new row. The form fields are: "Code" (value: 10), "Image" (value: Test Entity Image ALTTEXT, with "Upload" and "Delete" buttons), "Active" (checked), "MESI / MONTHS" (value: 0-0), and "CM" (value: 46). The Windows taskbar at the bottom shows the time as 6:52 PM on 30-Jun-22.

### Step 7.4: Sections

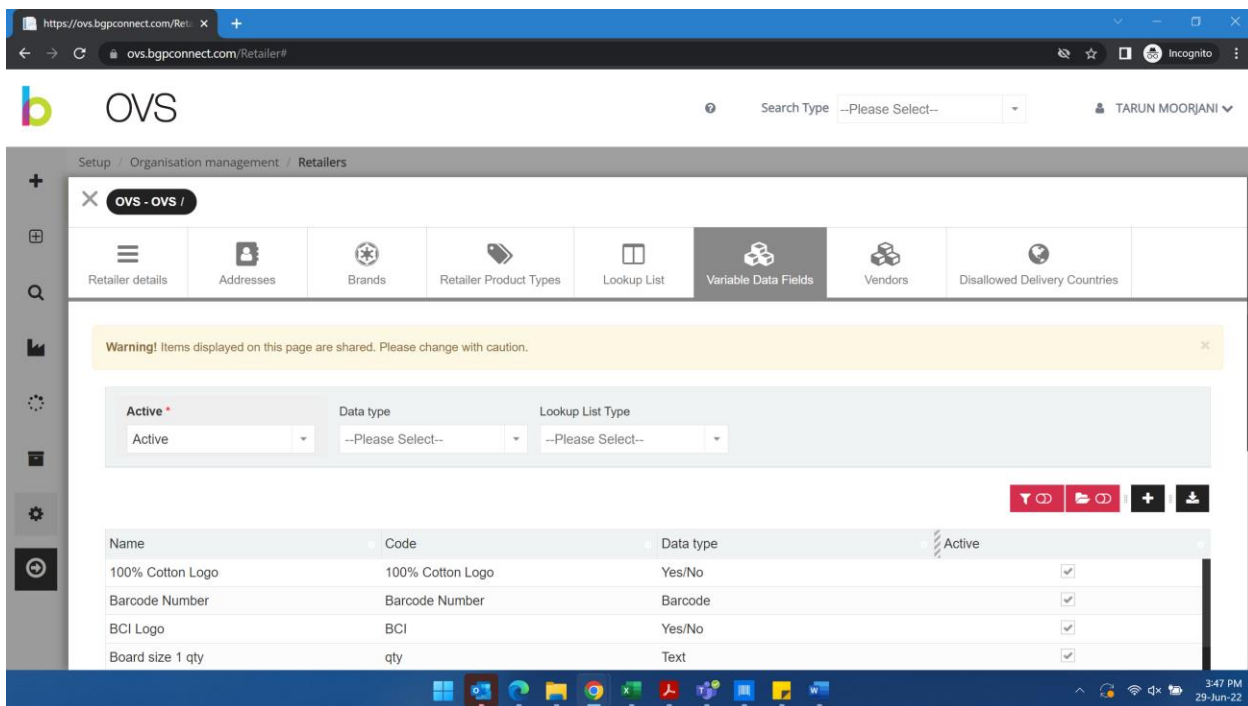
Click on the '**Sections**' tab to rearrange the column headers in respective lookup lists



## **Step 8: Variable Data Fields:**

Variable Data Fields master can be accessed by clicking the 'Variable Data Field' tab under retailer's menu.

This master displays the VDF's and can also create new VDF's.



## Step 8.1: Create new VDF:

Click on the + icon to create new variable Data Field (only if necessary) as all required VDF's are already created

Enter the following fields and click on **Save**.

- **Name:** Enter the Name of the VDF in this field
- **Code:** Enter the VDF specific code in this field
- **Node name:** enter the Node name used for importer
- **Data Type:** Select the required data type from the drop-down list
- **Required:** Enable this checkbox if this field is to be made mandatory across all products
- **Editable:** Enable this checkbox if this field is to be made editable across all products
- **Visible:** Enable this checkbox if this field is to be made visible across all products
- **Editable from PO:** Enable this checkbox if the values of this field is to be made editable if imported from Purchase Order
- **Active:** Enable this checkbox if the field is to be kept active

https://ovs.bgpconnect.com/Retailer#

ovs.bgpconnect.com/Retailer#

Incognito

OVS

Search Type --Please Select--

TARUN MOORJANI

Setup / Organisation management / Retailers

← OVS...OVS

587624 - Barcode Number /

Custom Field Details

Setup

Products

Custom field

Name \*

Barcode Number

Code \*

Barcode Number

Node Name

BARCODE\_NUMBER

Data type \*

Barcode

Required

☒

Editable

☒

Visible

☒

Editable if data from PO

☒

Active

☒

Save

Save & Close

Cancel

Windows Taskbar

3:53 PM 29-Jun-22