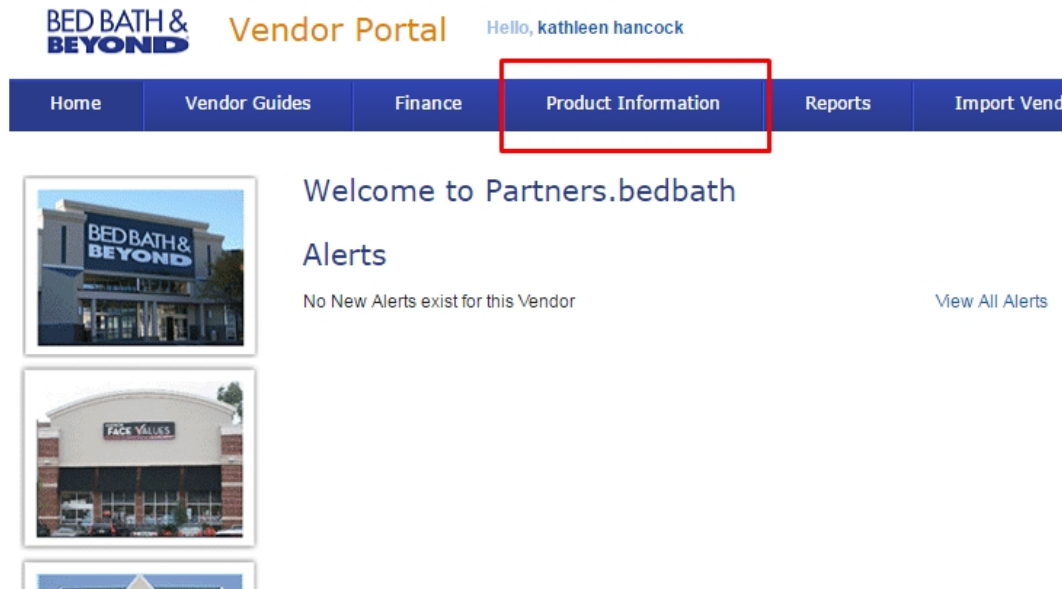# Link: Marketing- Bed, Bath & Beyond Item Set up Instructions

Bed Bath & Beyond Portal Directions:

- Login to BBB. (Login info in Vendor Portal Database)
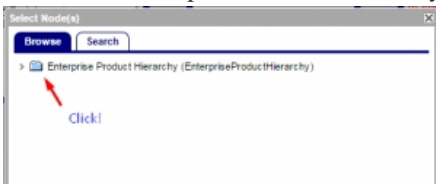- Click: Product Information

]

Click: Product Data Master

Click on: the Graph Icon in the Item Creation Form box.

Click on: Enterprise Product Hierarchy folder

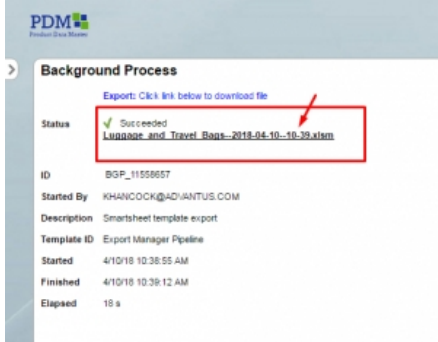

Click on: Travel folder

Click on: Luggage and Travel Bags, then Click: OK

Click on: Export

Click on: Luggage and Travel Bags?2018-04-10?10-39

    - Fill out the spreadsheet. Below is a guide for each column.

Columns

B) A count of how many items you are uploading

C) Item Name

D) UPC

E) Ignore this column

F & G) Ask Sales Rep

H, I, J) Sales Rep info

K) Item Name

L) Item Number

M) Ask Product Development to confirm, but items will usually be ?Yes' if they are drop-shippable

N) Ignore this column

O) If item is drop-shippable, this will always be ?2 days'

P) If item is drop-shippable, this will always be ?4 days'

Q) Brand

R) Choose from the drop down menu: Trademark

S) Ignore this column

T) Choose from the drop down menu: N/A

U) Choose from the drop down menu: Trademark

V, W, X) Ignore these columns

Y) Choose from drop down menu: No

Z, AA) Ignore these columns

AB) Color

AC) This has to be filled out in order for the portal to accept the spreadsheet ? put the length dimensions if your product does not fit a Small/Medium/Large description

AD, AE, AF, AG, AH, AI) Ignore these columns

AJ) Cost to Bed, Bath and Beyond

AK) Our suggested retail price

AL) The minimum order units that BBB has to order for that item ? Choose from drop-down menu.

AM) Choose from drop down menu: Eaches (EA)

AO, AP) Ignore these columns

AQ) Case Pack quantity

AR) When item is available to ship (if it is currently in stock, the date its available to ship is the day that you are filling out this spreadsheet)

AS) Choose from drop down: Exclusive indefinitely

AT) Ignore this column

AU) Choose from drop down: Yes- complies with Canadian and Provincial law and may be sold in all of Canada except Quebec

AV) Choose from drop down: Yes

AW, AX) Ignore these columns

AY) Choose from drop down: No ? cannot be sold in Mexico

AZ) Choose from drop down: N/A

BA) Choose from Column BB: Printed material is not in Spanish

BC) Choose from drop down: Customization not available

BD, BE, BF, BG, BH, BI) Ignore these columns

BJ) Choose from drop down: Imperial: in/lb to Metric: cm/kg

BK, BL, BM, BN) Packaged/shipping dimensions

BO, BP, BQ) Out of package/individual dimensions

BR) Out of package/individual weight

BS) ?Inches'

BT, BU, BV, BW) Out of package/individual dimensions

BX) ?Inches'

BY, BZ) Ignore these columns

CA) Choose from drop down: 150

CB) Ignore this column

CC, CD) Choose Country of Origin from Column CD dropdown

CE) Where the item is made

CF) Ignore this column

CG) Choose from drop down: No

CH) Choose from drop down ? if you are unsure, ask PD

CI) Choose from drop down: N/A

CJ) Choose from drop down: Manufacturer warranty

CK) Ignore this column

CL) Choose from drop down ? if you are unsure, ask PD

CM, CN, CO, CP) Ignore these columns

CQ) Unless the item is sold as a set, this number will always be ?1'

CR) Choose from drop down ? if you are unsure, ask PD

CS) Choose from drop down ? if you are unsure, ask PD

CT) Choose from drop down ? No

CU, CV, CW, CX, CY, CZ, DA) Choose from drop down ? if unsure, ask PD

DB, DC, DD, DE, DF, DG, DH) Ignore these columns

DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS) Ignore these columns

DT, DU) Choose from drop down: N/A

DW) Ignore this column

DX) For Mercury ? Choose from drop down: N/A

For Seward ? Choose from drop down: Yes

DY) Choose from drop down: Yes

DZ, EA, EB, EC) Ignore these columns

ED) Choose from drop down: No

EE) Choose from drop down ? if unsure, ask PD

EF) Choose from drop down ? if unsure, ask PD

EG, EH, EI, EJ, EK, EL, EM) Ignore these columns

EN) Look up the item in Quickbase ? you will find this info under Designs & Details. Example below:

EO) Choose from drop down ? if unsure, ask PD

EP) Choose from drop down: English/Imperial Only ? Info on Package Only

EQ, ES, ET, EV, EW) Choose from drop down: N/A

EX, EY) Ignore these columns

EZ) Use long copy from the Web Content Library

FA, FB, FC) Ignore these columns

FD ? FT) Ignore these columns

Once you have completed the spreadsheet, click on VIC Upload Item Create Form.

Find your completed spreadsheet by clicking Choose File, then hit OK. A message will pop up, click the link to view if there are

any errors. The link will download your spreadsheet and tell you what you need to add/adjust.

You can also view errors by going back to the original Product Data Master page and clicking Item Enrichment. Your item/s that you are trying to submit will populate in the blank space underneath the columns above. You then will select all of your items and click Validate and Calculate. If there are errors, you will see them in the Error column. If there are no errors, the message above will populate saying Item Submitted Successfully.
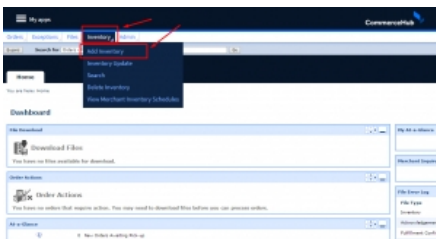

Update Commerce Hub:

Now we need to update Commerce Hub with the new items that you just successfully uploaded into BBB portal.

   - Log in to BBB Commerce Hub (Login info in Vendor Portal Database)

Hover over Inventory and then select: Add Inventory

Fill out the required fields below and submit for each new item:

   - Select from drop down: Bed Bath & Beyond

   - Item Number

   - UPC

   - Use the Net Quantity in Macola's Multiple Level

   - Contact EDI so that they can update BBB inventory internally:

Email edi@advantus.com with the items you updated and their effective date.