



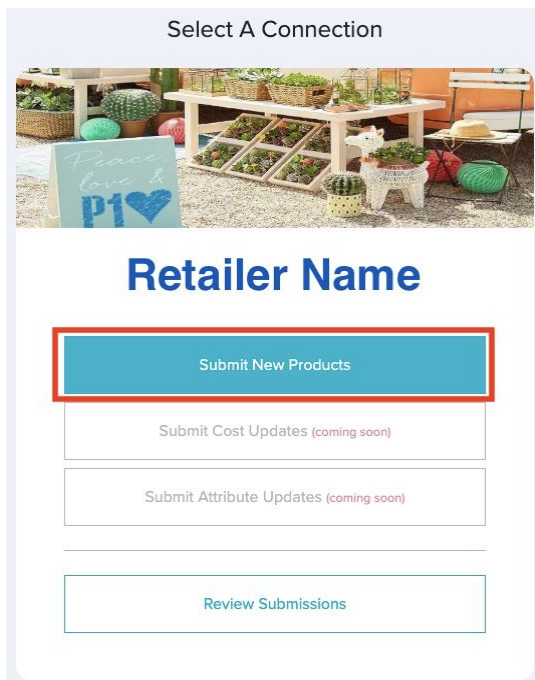
## Proposals | Submitting Cost Updates against Pre-Existing Items

**Step 1:** Login to the RevCascade Onboarding tool (<https://onboarding.revcascade.com>)

**Step 2:** Click **Merchandising** at the top of the screen



**Step 3:** Click **Submit New Products**



**Step 4:** Click **Let's Get Started!**

**Step 5:** Use the drop-down bar to select the desired department in which you are submitting a proposal against

**Step 6:** Select “No, all items only require a single carton”

Do any of the items you are submitting require multiple cartons to ship a single quantity? \*

- Yes, some items require multiple cartons to ship a single quantity.
- No, all items only require a single carton.





**Step 7:** The below *Workflow Steps* will need to be completed in order to submit your proposal to the Retailer successfully

- a. First Step, click **GO** to upload products

Proposal created!×

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**Workflow Steps**

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**Upload Product Template** Go

Upload core product data attributes using an approved product template.

**Review Product Data** Go

Verify product attributes & images were uploaded correctly.

**Review Attribute Compatibility** Go

Review preliminary attribute compatibility scores.

**Step 8:** Download the Retailer Template (if not already on-hand)

**Upload Product Template**

Before you upload any products, first you need to download the appropriate template for the department you selected. After you fill out and complete the template, please upload your file below.

**Download Template**

**Step 9:** If you do not want to re-apply all the product attributes for a pre-existing product you are submitting Cost Updates for, only the following columns are **required** upon import :

- a. SKU
- b. NAME
- c. WHOLESALE COST

**\*\*NOTE:** If you keep all column attributes on the file and *don't* populate, all pre-existing data will be overwritten/removed

**Step 10:** Select the file you have created for Cost Updates - Click **Schedule Import**

Drag file here to upload (or click to select)

**Schedule Import**



**Step 11:** Your file will then be added to the Queue for import. You can click **Refresh** after a few moments to view your files' import progress

- a. Once the file has completed import, your Progress should reflect **100%**
- b. Click **Build Proposal**

#### Import Results

The results of your file import are displayed below. You may have to refresh this page a few times until your import is complete.

##### Import Data

Queue ID	12506
Filename	MerchDemo2Main-pass.xlsx
Status	Processing

Progress  
0%

Build Proposal

Refresh


Please wait until your feed has finished processing before continuing. You may need to refresh this page.

**Step 12:** Click **Complete Import** on the following screen. This screen is to confirm the amount of products on the proposal

**Building Proposal**

Our system needs to build your proposal, gather and upload your images, and check all attributes for compatibility. This process runs in the background because it can take a few minutes (although it's usually much faster)

Queue Status: **Success** #12507  
Proposal Items: 3



Your proposal is ready! Click the button below to continue.

**Complete Import**

**Step 13:** You will now proceed to complete the *Workflow Steps*

- a. Next Step, click **GO** to Review Product Data



**Step 14:** Here is where you can review **all** imported products




- a. You can also click on the **bolded SKU Name** to view all individual product attribute information from your file (all attributes for existing SKU's will auto-populate by the system if you did not provide on the file)

Review Uploaded Data

For this step, please review the product attributes & images uploaded via your product template(s).

Actions SKUs Images Shipping Pricing Cost (Low to High)

Search for items by name or SKU... Reset

<input type="checkbox"/>	Item	Cost	Price	Margin
<input type="checkbox"/>	 <b>M150040</b> Pure Garden Solar LED Rope Light - 23 Feet - 50 White LED Lights Inventory: 0	\$8.87	\$29.99	68.94%
<input type="checkbox"/>	 <b>M150037</b> Pure Garden Stainless Steel Solar Powered LED Path Lights - Set of 4 Inventory: 0	\$11.17	\$35.99	67.41%
<input type="checkbox"/>	 <b>M150039</b> Pure Garden Copper Solar Powered LED Path Lights - Set of 4 Inventory: 0	\$14.76	\$47.99	67.71%

Complete Review Submit Updates

**Step 15:** After you have reviewed products, Click **Complete Review** to complete task

**Step 16:** You will now proceed to complete *Workflow Steps*

- a. Next Step, click **GO** to Review Attribute Compatibility

Task completed!

**Workflow Steps**

**Upload Product Template** Done  
Upload core product data attributes using an approved product template. Dec 11

**Review Product Data** Done  
Verify product attributes & images were uploaded correctly. Dec 11 Review

**Review Attribute Compatibility** Go  
Review preliminary attribute compatibility scores.

You must complete all of the above tasks before you can submit this proposal.

Submit to Pier 1 Sendbox

**Step 17:** If all products imported pass the RevCascade Compatibility Test, you will see the below confirmation

- a. Click **Complete Compatibility** to proceed



### Compatibility Results

The results of your compatibility checks are below. At this stage, we're testing to make sure that all required attributes are present and that your supplied values match certain criteria defined by Pier 1 Imports. Once you submit your proposal, a representative from Pier 1 Imports will review your submission again and may find issues that need to be corrected (e.g. grammar errors, image quality, typos, etc).

Total Items	Evaluating	Items Passed	Items Failed
3	0	3	0

### Compatibility Passed!

All items are passing preliminary compatibility checks. Your proposal is almost ready!



Complete Compatibility

**Step 18:** Click **Submit to (Retailers Name)** once tasks have been completed and Proposal is ready to review for approval

You are now ready to submit your proposal to Pier 1 Sandbox.

Submit to Pier 1 Sandbox