



zulily How-To Guide

Product Catalog on the Vendor Portal

Discontinue SKUs

Welcome to the editable vendor catalog! Here you can view styles that have been setup with zulily in a catalog view. This guide will teach you how to navigate and to discontinue SKUs.

Navigating to Your Catalog

You can access your Catalog by logging into the Vendor Portal and selecting the **Catalog** tab.

Product Information for #Zebra Stripes Test Vendor#

Filter Catalog


text search

product categories

event id/name

brand

Matching Styles: 621 Products: 3.2K

Style Name	Product ID	Vendor Style Name
<input type="checkbox"/>  Reversible Baby Hoodie	99 <input type="checkbox"/> 56856842	paste







Discontinuing SKUs

In order to discontinue SKUs you will need to first select a desired style(s)/SKU that you would like to discontinue

Basic Info Copy Shipping Details Compliance

The Basic Info tab contains information commonly used by zulily customers to identify or search for your products.

Showing 1 ~ 1 of 1 style

Style Name	Product ID	Vendor Style Name
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dr... 30018501	<input checked="" type="checkbox"/> 30018506	Zebra Dress 
	<input checked="" type="checkbox"/> 30018508	Zebra Dress 
	<input checked="" type="checkbox"/> 30018507	Zebra Dress 


Discontinue selected style(s)/SKUs by opening the “Actions” menu then clicking the “discontinue selected products”

Basic Info Copy Shipping Details Compliance Actions

- Discontinue selected products
- Export Current Tab:
 - Selected products
 - Current page
 - All products

The Basic Info tab contains information commonly used by zulily customers to identify

Showing 1 ~ 1 of 1 style

Style Name	Product ID	Vendor Style Name
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dr... 30018501	<input checked="" type="checkbox"/> 30018506	Zebra Dress









Discontinuing SKUs

Confirm the selected SKUs are not curated into any live, future events, or on any open POs as **you are still required to fill this demand**. We will surface open PO and future curated event information (within seven days) here.



Triple Z vendors – Inventory will continue to be sold unless SKUs are also placed on a sales channel hold

1 of 3 selected products have a reason code selected.

Style Name	Discontinue Reason*	Vendor SKU/item number	zulily Product Size	zulily Product Color	Curated Event(s)	Open POs
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501	Out of stock	 ZEBRATESTING_88804_BLA CK_8	8	Black		
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501		 ZEBRATESTING_88806_BLA CK_12	12	Black		
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501		 ZEBRATESTING_88805_BLA CK_10	10	Black		

Select one of the below applicable reason codes for each SKU

- Compliance
- Copyright
- License expired
- No longer manufacturing
- Out of production
- Out of stock
- Set-up error

A reason code must be applied to each SKU in order to move forward. You can also deselect SKUs in this screen that you would not like to discontinue here.



Discontinuing SKUs

Once a reason code has been applied to each selected SKU, confirm that you would still like to continue

Discontinue SKUs

close window

Once discontinued, the styles will no longer be visible in your regular catalog view. You will be able to **access, review, and restore SKUs** from the Discontinued SKUs portion of your catalog.

You have selected to discontinue:
Styles and/or SKUS (3)

Do you wish to continue?

Viewing previously Discontinued SKUs

To view previously Discontinued SKUs click the “Discontinued SKUs” tab at the top of the screen.

The screenshot shows the Zulily Vendor Portal navigation bar with tabs for Dashboard, Events, Catalog, Shop, POs & Shipping, Invoices, Services, and More. The 'Discontinued SKUs' tab is highlighted. Below the navigation bar, the page title is 'Discontinued SKUs for #Zebra Stripes Test Vendor#'. A 'Filter Catalog' section is visible with a 'reset filters' button and a list of filter categories: All, Unclassified (1), Footwear (16), Kids' Apparel (3), Adult Apparel (2), Costumes (1), and Beauty & Wellness (1). The text 'Matching Styles: 23 Products: 200' is displayed below the filters.



SKUs that have been discontinued are read only, in order to edit you will need to re-activate desired SKU




Reactivating SKUs

Select desired style(s)/SKUs that you would like to reactivate from the Discontinue SKUs view of the catalog.

Style Name		Discontinued By ID	Discontinued Date Updated	Discontinued Reason
<input type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dr... 30018501	<input type="checkbox"/>	66133472	January 11th 2019	No longer manufacturing
	<input checked="" type="checkbox"/>	66133472	January 24th 2019	Out of stock
	<input checked="" type="checkbox"/>	66133472	January 24th 2019	Out of stock
	<input checked="" type="checkbox"/>	66133472	January 24th 2019	Out of stock
	<input type="checkbox"/>	66133472	January 11th 2019	No longer manufacturing

Reactivate selected style(s)/SKUs by opening the “Actions” menu then clicking the “reactivate selected products”

Reactivate SKUs

close window 

Once reactivated, the SKUs will be visible in your regular catalog view.

Reactivate styles

Cancel reactivate styles

Style Name	Vendor SKU/item number	zulily Product Size	zulily Product Color
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501	ZEBRATESTING_88804_BLA CK_8	8	Black
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501	ZEBRATESTING_88806_BLA CK_12	12	Black
<input checked="" type="checkbox"/>  Black & White Zebra Print Belted Cap-Sleeve Dress 30018501	ZEBRATESTING_88805_BLA CK_10	10	Black