



Purpose

To provide standardized procedures for creating, importing, monitoring, and troubleshooting BOB 2.0 records to ensure accurate item setup and timely processing.

Procedures

1. Creating a BOB 2.0 Record
2. For BOB 2.0 to process successfully, the associated Silhouette record must be fully completed. Missing required data (See section 4 below) will cause the BOB to fail.
3. Methods to Create a BOB 2.0 Record
 - a. Via Merchandising Tab
 - i. Navigate to: Merchandising > Items > BOB Records > New
 - b. Navigate to: Items > Bobs > BOBS > New Bob 2.0
 - c. Via Silhouette Record (Preferred)
 - i. Navigate to: Items > BOB 2.0 > New BOB 2.0
 - ii. This method automatically populates Silhouette-related fields and reduces errors.
4. Filling Out a BOB 2.0 Record
 - a. 2.1 Required Fields
 - i. Silhouette
 - ii. Size List
 - iii. Sizes
 - iv. Size Specifics (This will auto fill)
 - v. Web Style
 - vi. Web_Desc (This will auto fill)
 - vii. Team
 - viii. Parent Color Primary
 - ix. MPN
 - x. Cost
 - xi. Original Price
 - xii. Season Code
 - b. Optional Fields
 - i. Player Name
 - ii. Logo
 - iii. Parent Color Secondary
 - iv. Stadium
 - v. Sport Specific
 - vi. School
 - vii. Alumni
 - viii. Family
 - ix. Net Pricing
 - x. Hot Market Value
 - xi. More fields could be added

5. Importing BOB 2.0 Records

a. 3.1 Template Import Process

- Select Saved Import: [BOB 2.0 Import](#)
- Complete template [BOB 2.0](#)
- Paste as values into a new Excel file
- Upload file

Field Mapping

Your Fields

260907 bob test.csv
Silhouette
Sizes
Cost
Season Code
Team
Parent Color Primary
MPN
Web_Style
Marketing Event
No Marketing Event
Hot Market Value
No Hot Market Value
Parent Color Secondary
Player Name
List Cost
Net Pricing
Graphic Emb Code
Master Graphic

Alumni Item (NCAA Only)
Auto Replen
Cost
Family
Graphic Emb Code
Hot Market Value
In store Only
Is Dropship
List Cost
Logo
Master Graphic
Marketing Event
MOQ
MPN
Net Pricing
No Hot Market Value
No Marketing Event

BOB 2.0 : Alumni Item (NCAA Only)
BOB 2.0 : Auto Replen
BOB 2.0 : Cost (Req)
BOB 2.0 : Family
BOB 2.0 : Graphic Emb Code
BOB 2.0 : Hot Market Value
BOB 2.0 : In store Only
BOB 2.0 : Is Dropship
BOB 2.0 : List Cost
BOB 2.0 : Logo
BOB 2.0 : Master Graphic
BOB 2.0 : Marketing Event
BOB 2.0 : MOQ
BOB 2.0 : MPN (Req)
BOB 2.0 : Net Pricing
BOB 2.0 : No Hot Market Value
BOB 2.0 : No Marketing Event

Get help with creating Field Mapping
NetSuite Fields
BOB 2.0
Alumni Item (NCAA Only)
Art Approval
Auto Replen
Auto Replen Round To
BOB Error
Build Item Blank Parent
Build Item Customization Parent
Build Item Location
California Warning
Collection
Collection HM
Collection ME
Cost (Req)
Created from Subsilio
Do not Download to Sitoo
Drop Ship Fee
Error Message
External ID

Field Mapping

Your Fields

260907 bob test.csv
Silhouette
Sizes
Cost
Season Code
Team
Parent Color Primary
MPN
Web_Style
Marketing Event
No Marketing Event
Hot Market Value
No Hot Market Value
Parent Color Secondary
Player Name
List Cost
Net Pricing
Graphic Emb Code
Master Graphic

Onsite Style
Parent Color Primary
Parent Color Secondary
Player Name
Replaces Item
Requires Rally House UPC Codes
Auto Replen Round To
SAM
School (NCAA Only)
Season Code
Silhouette
Sizes
Sport Specific (NCAA Only)
Stadium
Approved
Team

BOB 2.0 : Onsite Style
BOB 2.0 : Parent Color Primary
BOB 2.0 : Parent Color Secondary
BOB 2.0 : Player Name
BOB 2.0 : Replaces Item
BOB 2.0 : Requires Rally House UPC Codes
BOB 2.0 : Auto Replen Round To
BOB 2.0 : SAM
BOB 2.0 : School (NCAA Only)
BOB 2.0 : Season Code (Req)
BOB 2.0 : Silhouette (Req)
BOB 2.0 : Size-Specifics
BOB 2.0 : Sizes
BOB 2.0 : Sport Specific (NCAA Only)
BOB 2.0 : Stadium
BOB 2.0 : Status (Req)
BOB 2.0 : Team (Req)

Get help with creating Field Mapping
NetSuite Fields
BOB 2.0
Alumni Item (NCAA Only)
Art Approval
Auto Replen
Auto Replen Round To
BOB Error
Build Item Blank Parent
Build Item Customization Parent
Build Item Location
California Warning
Collection
Collection HM
Collection ME
Cost (Req)
Created from Subsilio
Do not Download to Sitoo
Drop Ship Fee
Error Message
External ID

Reset
Cancel
< Back
Next >

Web_Style
BOB 2.0 : Web_Style (Req)

Sitoo Quick Add Item
BOB 2.0 : Sitoo Quick Add Item

Do not Download to Sitoo
BOB 2.0 : Do not Download to Sitoo

Return Disposition
BOB 2.0 : Return Disposition

b. 3.2 Required Import Fields (red fields on template)

- Silhouette
- Sizes
- Cost



- iv. Season Code
- v. Team
- vi. Parent Color Primary
- vii. MPN
- viii. Web Style

c. Optional BOB Fields (yellow fields on template)

- i. Marketing Event
- ii. Hot Market Value
- iii. Parent Color Secondary
- iv. Player Name
- v. List Cost
- vi. Net Pricing
- vii. Graphic Emb Code
- viii. Master Graphic
- ix. Logo
- x. SAM
- xi. Stadium
- xii. Sport Specific (NCAA Only)
- xiii. School (NCAA Only)
- xiv. Alumni Item (NCAA only)
- xv. Family
- xvi. Replaces Item
- xvii. Sitoo Quick Add Item
- xviii. Do Not Download to Sitoo
- xix. Onsite Style
- xx. In Store Only
- xxi. Return Disposition
- xxii. MOQ
- xxiii. Is Drop Ship
- xxiv. Requires Rally House UPC Code

6. Checking BOB 2.0 Item Status

- a. Navigate to: Merchandising > Items > BOB Records
 - i. Look for anything stuck in a status of “Ready to Create Item”
- b. Navigate to: Items > BOBs > BOBs
- c. Use filters: Status, Team, Owner, Date Created

7. To find BOB Errors

- a. Navigate to: Items > BOBs > BOB Errors

8. Processing Time Expectations

- a. Typical processing time is 30 minutes to 1 hour.

9. Troubleshooting Common Issues



- a. Verify MSRP and Web Description on Silhouette.
 - b. If MSRP, Web_Desc, sizing, sizes was missing you will need to add to the silhouette & recreate BOB from scratch
 - c. Remember to double check your case pack size scales under your silhouette or checking single sized item
 - d. Escalate to Senior Buyer if issue persists.
10. Prioritizing Urgent Items
- a. Set Priority to 1 or 2 for true urgent needs.
 - i. Before saving BOB scroll down to the bottom under Status>Priority
11. Missing Data Escalation
- a. Contact Senior Buyer for missing Parent Color, Stadium, or Sport Specific data.