



## **Already use JOOR?**

Great! Please make sure your [linesheets are visible](#) to Shopbop / East Dane. If you have any questions or would like additional training, please contact your Customer Success Manager at JOOR.

It's very important that you update your saved buyer contact information so that we can receive our POs through JOOR seamlessly! Here are some instructions:

1. In your JOOR account, go to Connections > My Current Connections
2. Locate and click into your Shopbop or East Dane customer profile
3. Click Buyers
1. If you don't see the option to modify this information, please reach out to your account administrator.
4. Remove any outdated email addresses and save for your correct buyers @shopbop.com email
5. That's it! Now, when checking out any orders for me, please make sure to select that saved email address so we can receive the orders in our JOOR accounts.

## **Not on JOOR? No problem!**

Without a physical showroom or samples, we require that **all vendors** share their linesheets and images via JOOR. Creating a JOOR Lite account is free to all Shopbop vendors and [you can sign up here](#). Once enrolled, you can easily [upload your data](#) directly to Shopbop or East Dane before your upcoming market appointments.

[Here's a tutorial for using the style uploader](#) and here's an explanation of [how to upload images for your styles](#) so your buyer can visualize the assortment.

To learn more about JOOR Lite, please contact [litebrands@joor.com](mailto:litebrands@joor.com).

## **Interested in upgrading to JOOR Pro?**

Shopbop strongly encourages our vendors to upgrade to JOOR Pro. JOOR provides streamlined, time-saving wholesale tools and supports innovative features such as 360° imaging and product videos. For more information on JOOR Pro, please visit [joor.com/brands](http://joor.com/brands) today.

We thank you for your partnership and look forward to collaborating with you during the upcoming virtual market.