



DIRECTIONS FOR ONLINE PRODUCT SUBMISSIONS

Before items can be set up online they must meet these requirements:

- Must have Category Management approval
- Vendor and SKU's must be set up in the RA system by Category Management
- Item cannot be an assorted SKU or have multiple UPC's (different colors, sizes, variants) attached to the same SKU
- Stock items must be stocked in Perryman DC (DC 10)
- Drop Ship vendors must be EDI capable or be able to connect through API's

Online product submission forms and images MUST be uploaded to the ftp site.

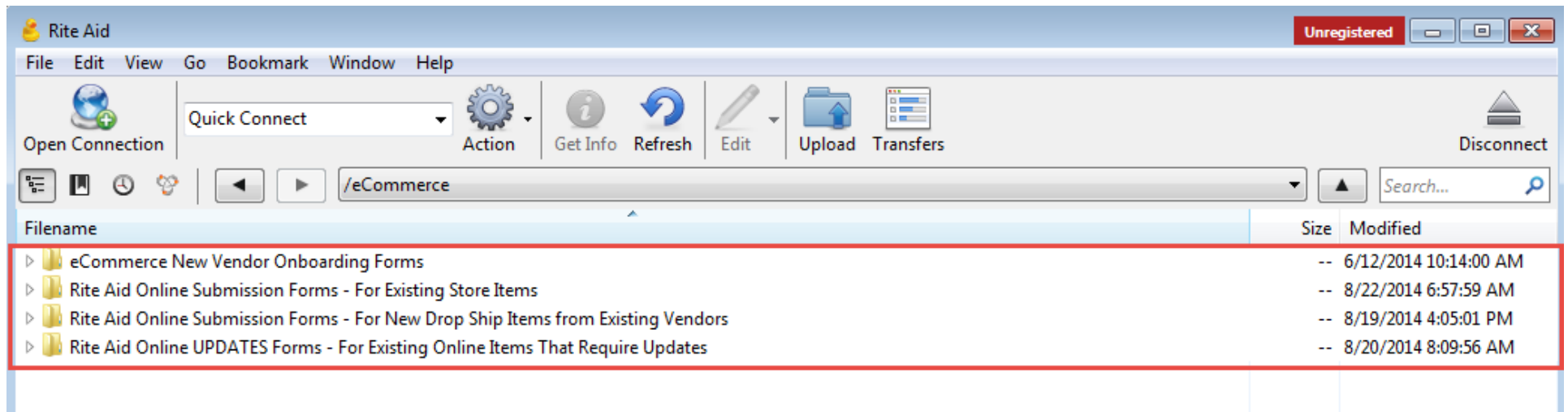
FTP Information:

Host: [ftp.riteaidadvertising.com](ftp://ftp.riteaidadvertising.com)




Username: guestftp

Password: riteaid

Folder: <ftp://ftp.riteaidadvertising.com/eCommerce>



Forms to Look for:

Name	Type
 Directions for Submitting Product for Online Store Revised 11-13-14	Microsoft Word Document
 Guidelines for Submitting Product Images GTIN Version Naming	Adobe Acrobat Document
 Rite Aid Online SKU Set Up File with Attributes for New Items or Updates 11-05-14	Microsoft Excel Binary Worksheet

For New Online Items that are also in store:

Please use the documents in the folder “eCommerce/Rite Aid Online Submission Forms – For Existing Store Items

Files include: Directions on saving and submitting completed forms and images to the ftp site (Word Document), Set Up Form (Excel Document) and Image and Video specifications and naming requirements (PDF Form).

[\[Click Here to go to Folder\]](#)

For Existing Items that Need Updates:

Please use the documents in the folder “eCommerce/Rite Aid Online UPDATES Forms – For Existing Online Items That Require Updates”

Files include: Directions on saving and submitting completed forms and images to the ftp site, Set Up Form and Image and Video specifications and naming requirements.

[\[Click Here to go to Folder\]](#)

For New Drop Ship Items that are also in store:

Please use the documents in the folder “eCommerce/Rite Aid Online Submission Forms – For New Drop Ship Items from Existing Store Items

Files include: Directions on saving and submitting completed forms and images to the ftp site, Set Up Form and Image and Video specifications and naming requirements.

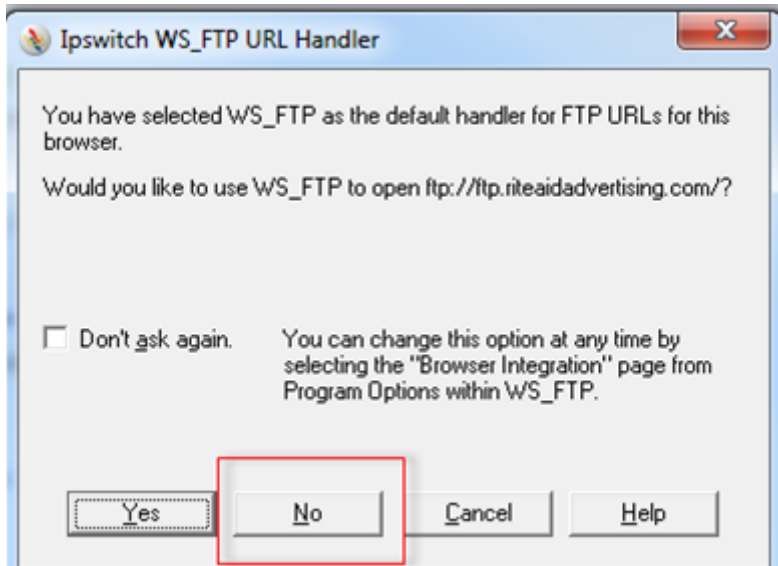
[\[Click Here to go to Folder\]](#)

Generally, most vendors will access through an FTP program (like [CyberDuck](#)) and not a browser. However, if you need to access through IE, you can follow these directions.

<ftp://ftp.riteaidadvertising.com>

A window will pop up for the sign on and password.

You might get this message. Click NO anytime it comes up.



This will get you in.

Your screen will look like this.

You can then open it in File Explorer to open, download, create folders and upload

The screenshot shows a web browser window with the address bar containing `ftp://50.76.202.51/eCommerce/`. The page title is "FTP directory /eCommerce/ at 50.76.202.51". Below the title, there is a message: "To view this FTP site in File Explorer: press Alt, click View, and then click Open FTP Site in File Explorer." A red box highlights the address bar, the title, and the message. Below the message is a link "Up to higher level directory" and a table of directory listings. A context menu is open over the page, with a red arrow pointing to the "View" button in the browser's toolbar. The "Open FTP site in File Explorer" option in the context menu is highlighted with a red box.

ftp://50.76.202.51/eCommerce/ RiteAidAdvertising.com FTP directory /eCommerce... x

File Edit View Favorites Tools Help

Amazon Seller Central IRIS Rite Aid Portal Suggested Sites Web Slice Gallery

FTP directory /eCommerce/ at 50.76.202.51

To view this FTP site in File Explorer: press Alt, click View, and then click Open FTP Site in File Explorer.

[Up to higher level directory](#)

08/20/2014 01:32PM	Directory	Rite Aid Online Submission Forms - For Existing Store Items
08/19/2014 08:05PM	Directory	Rite Aid Online Submission Forms - For New Drop Ship Items from Existing Vendors
08/20/2014 12:09PM	Directory	Rite Aid Online UPDATES Forms - For Existing Online Items That Require Updates
06/12/2014 02:14PM	Directory	eCommerce New Vendor Onboarding Forms

View source

Open FTP site in File Explorer

