

Sale Process Training

PURCHASE ORDERS

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REFERENCE DOCUMENTS

- Routing Guide/Vendor Agreement
- Sales Prep Checklist
- Glossary
- POs
- Sample
- Sell-First
- Excess

Day 1

7 Days

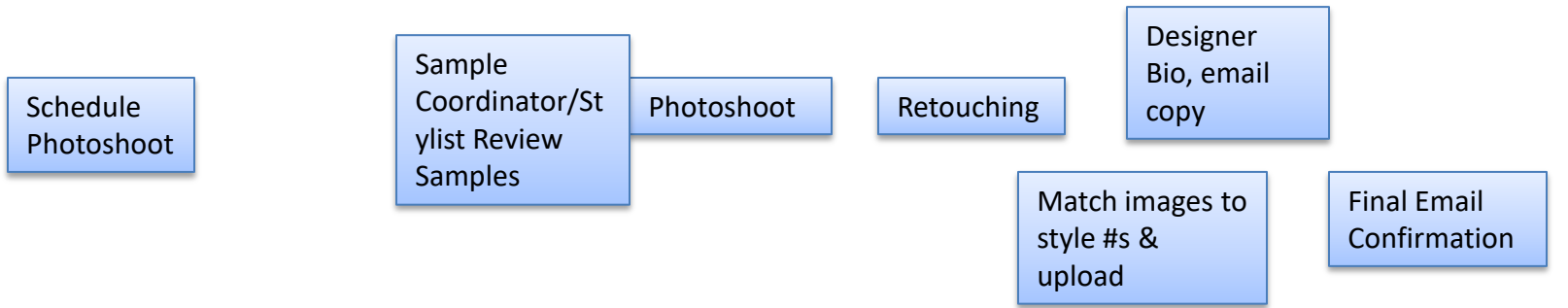
2 Wks



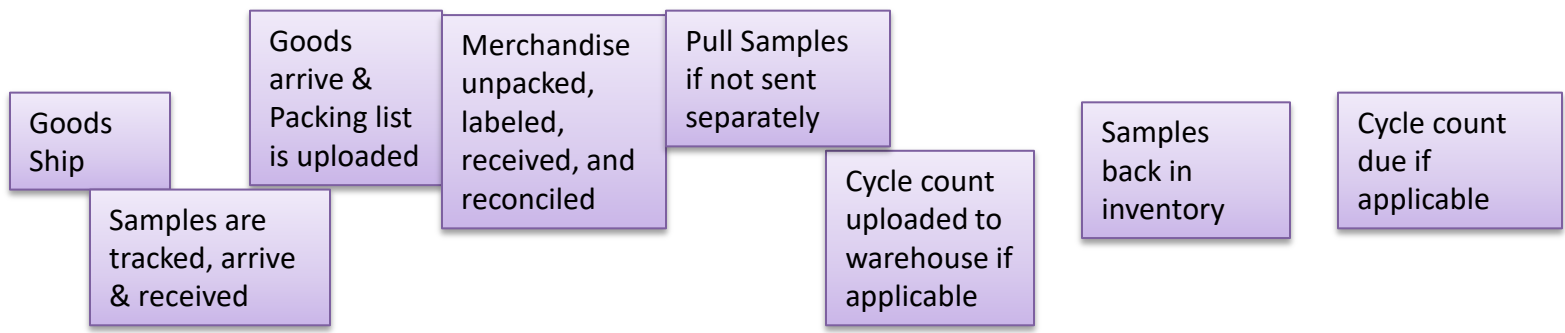
Merchandising



Creative



Ops



Keep in Mind when Creating a PO

1. Make sure you are familiar with the Vendor Agreement and Routing Guide. There are many specifics about shipping and merchandise preparation that the vendors need to adhere to. Check REF DOCS.
2. 2 Different Shipping Timeframes for Arrival of product to warehouse
 - A. 2 weeks prior to sale if no samples are shipped separately
 - B. 1 week prior to sale if samples are shipped separately or Vendor provides VPIs (Vendor Produced Images).
 - C. NOTE: Be aware of where the order is being shipped from. If from the West Coast, shipping can take up to 10 days.
3. If buying product for multiple sales, EACH sale's worth of product needs its own PO. This is necessary because the warehouse will prepare an entire PO to be brought to the picking area for a sale. If there is product that is not being included in the sale then there is a lot of unnecessary work being done. If this is not possible, please notify Sales Ops and the warehouse.
4. If buying product that is coming from multiple locations (ex. Different boutiques, distribution centers, etc), each location's order should have its own PO. We need this to reconcile each groupings of deliveries.
5. Check to make sure that REPEAT/REORDERED styles have ALL the info **exactly** as submitted on previous POs to ensure that multiple skus are not created. This includes SAMPLE POs. To do this, check old POs to confirm that all details for repeat styles are the same (description, brand code, color code). When creating a new PO, use the same spreadsheet for the BULK and SAMPLE PO, only changing the quantities. This will ensure all wording is the same.
6. Add Categorization to each item. This is the easiest point to do this as the product is familiar, and it makes the SALES PREP easier so you don't have to do it at that point.
7. POs need to be submitted for approval by finance when the PO has been shipped, PRIOR to when it arrives to the warehouse.
8. Once a PO is approved by Finance all information is LOCKED and cannot be changed, so make sure it is correct.

Admin Home	Reports	Orders	Sales	POs	Products	Skus	Members	Promotions	Brands	Creative	Email	
Warehouse	Finance	Returns	www.gilt.com	Web Help Desk	F							

Create Purchase Order

Division:

Select Brand:
[Add a brand](#)

Buy Type:

Order Date:
yyyy-mm-dd. The date on which we expect to actually place this order.

Vendor Number:

Shipping payee:

Shipping carrier:

Shipping Date / Info:

Vendor:

Upcoming Sale: [display sales by name](#)

Payment Terms:
Terms are required prior to submitting the PO to the warehouse.

Payment Term Notes:

Customer Shipping Window:
How long customers should expect to wait before their order ships.

Creating a PO

Who is paying for shipping – Gilt or Vendor?

Buy Type: Important for choice to be correct to ensure finance deals with it appropriately. Options: Sample To Return, Samples to Pay For, Samples NO CHARGE, Cut, Excess, Consignment, Sell-First

Transportation Carrier: Depends on the vendor and who is paying for the shipping. NOTE: For Sample POs use UPS to expedite delivery.

Vendor Name, can differ from Brand name.

Payment Terms: Important for choice to be the correct reflection of the agreement with the vendor and Gilt's expectations. NOTE: Terms can be different for Sample POs

Shipping window for Vendor: Needs to give time to allow for bulk to arrive either 1 or 2 weeks before the sale date, depending on samples, VPIs, etc.

Customer Shipping Window: Amount of time customer should expect product to ship in. Important that this is accurate, and if unknown default needs to be 2-3 weeks.

Different Types of POs

BULK POs

Cut – Product is ordered prior to production at the factory so there is greater flexibility in depth. There is a lead time in production, so expect more time to arrive.

Consignment – Product is ordered and shipped to warehouse prior to sale, but no immediate payment is necessary because GILT only pays for what is sold. After the sale, balance of product is returned to vendor. RTV will be necessary.

Excess – Available product is purchased by GILT. Availability varies so depth can be limited.

Sell-First – Product is NOT actually in warehouse. GILT “fake” receives Vendor’s availability and sells into it. Once sale is complete, Vendor ships ONLY what GILT has sold. AKA Fulfillment, Drop Ship.

SAMPLE POs

Samples NO CHARGE – Samples are being provided by Vendor at no charge to GILT. These will not go into sellable inventory at any point.

Samples to Pay For – Samples are sent by Vendor prior to sale/photoshoot. These are being bought by GILT and can go into Sellable inventory. Terms can be consignment if there is a chance you will return them, but want the option to sell them.

Samples to Return – Samples that need to be returned to the Vendor. Terms should usually be consignment, that way when they are returned, finance will know not to pay for them. An RTV needs to be requested in order for this product to be returned. These can never be sellable.

Different Types of Payment Terms

Net 30 - means that the “clock starts ticking” the day we receive the merchandise. We have 30 days from the date the merchandise arrives in our warehouse to make a payment- which would normally be plenty of time for us to reconcile and solve any discrepancies.

Net 15

Net 60

100% Prepay

50% Dep/50% Net 30

50% Dep/50% Net15

30% Dep/70% Net30

30% Dep/70% Net 15

25% Dep/75% Net30

25% Dep/75% Net15

20% Dep/80% Net 30

20% Dep/20% COD/60% Net 30 (very rarely used)

Things Finance wants you to remember

**Finance prefers to be involved in payment term negotiations with vendors from the start

**All negotiations for deposits that are NOT Net 30 need Finance approval

PO Approval

In order for a PO to be approved a signed and executed Vendor Agreement is needed

Please also ensure that the category is correct (jewelry, home, etc.)

Contacts

Direct finance questions to Flora Abiva (flora@gilt.com) or Kelvin Joseph (kjoseph@gilt.com)

Before a PO is Created

1. Make sure you have a signed Vendor Agreement, and a copy is given to Finance.
 - Finance will not approve unless they have this!
2. Check to confirm which warehouse you are shipping to. ALL samples need to be shipped to Mercedes. (SEE SAMPLES SECTION). Bulk for GILT needs to Ship to Mercedes. Bulk for FUSE needs to Ship to Quiet Logistics. (MORE FUSE INFO TO COME).

Once a PO is Created

1. Get order confirmation from Vendor.
2. Request deposit from Finance. Try to give as much time as possible prior to when Payment needs to be made.

NOTES:

- Checks are only cut by Finance on Fridays.
 - No deposits will be made over \$50,000 more than a month before the In-House date.
3. Confirm that the vendor knows WHERE to ship to, and will follow the specifications of the GILT SHIPPING/ROUTING GUIDE. (A sample is included in the Reference Documents.)

Once a PO has

Shipped

1. Send tracking info to the Procurement Coordinator (logistics@gilt.com) and Sample Coordinators (samples@gilt.com). They will track the shipments from this point on.
2. After shipping, the Vendor will send you the Packing List. Review this, so you know what is coming and can see if you are getting more or less than ordered.
3. Upload the PO to warehouse and make sure that it is approved by Finance.

Once a PO has Arrived to the Warehouse

1. You should receive an email when the PO has hit the warehouse, and another when it is received and reconciled. This can only happen if the PO has been uploaded.
 - A. Review the Receiving Report after you receive the email notification that the PO is received to ensure you know what you got, and that nothing is different from the Packing List you received from the Vendor when the PO shipped. This needs to be done promptly so there is time to react if something is wrong.
2. Notify the Sample Coordinators if they need to pull anything from the bulk that we need to shoot but did not receive a sample for. This is only for cases where samples do not come separately.
3. Look out for the Brands to Be Shot Next Week email to confirm # of looks and that your brand needs to be shot. See the Creative Tab/Photoshoot section.
4. Upload all styles that need to be shot to the Creative Tab. See the Creative Tab/Photoshoot section.

Ship Sheets

With every addition, change, update, etc that happens to a PO/Brand/Sale... update your Ship Sheet. This will ensure that you have all due dates, etc in one place.

EXAMPLE:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	SALE					RECEIVING							CREATIVE			ACCOUNTING				
	DATE	VENDOR	DUE	MODEL	PO #	ORG U/\$	ACT U/\$	DROP U/\$	ST REPORT	UPLOAD	SAMPLES	BULK	RCV CHCK	RTV	SHOOT	LOOKS	SAMPLES	TERMS	DEPOSIT	COMMENTS
2	M 5/25	WALTER	5/11	BUY	13061007	1555/\$174.1	1232/\$140.7	X	72%	PICK	X	5/5, 5/12	35	YES	5/19	18	STOCK	NET 30		
3	T 5/26	SEE BY CHLOE	5/13	BUY	12422457	1267/\$188.67	1253/\$212.8	X	93%	PICK	X	5/12	PERFECT	X	5/19	46	STOCK	NET 30		
4	W 5/27	ADAM	5/14	BUY	12788048	995/\$133.0	762/\$97.1	X	70%	PICK	X	5/11	PERFECT	X	5/18	16	STOCK	NET 30		
5	TH 5/28	RAG AND BONE	5/21	BUY	13138298/13138426/13138744	2356/\$166.7	1940/\$274.5	X	80%	NO	5/19, 5/20	5/21	-99	6/1	5/21	48	SAMPLES	NET 30		
6	F 5/29	PAIGE DENIM	5/22	BUY	12759435/12759443	1963/\$161.1	1752/\$141.1	X	91%	PICK	5/18	5/20	2	X	5/22	27	SAMPLES	100% PRE		
7	M 6/1	THREAD SOCIAL	5/25	BUY/CONSIGN	13165135/13261669/13165146/13259806	880/\$189.0	426/\$90.0	334/\$65.6	69%	PICK	5/19	5/21	16	6/2	5/26	27	SAMPLES	NET 30		
8	T 6/2	LAUREN MOFFATT	5/26	BUY	13165166	910/\$115.0	839/\$107.1	X	86%	PICK	X	5/19	12	X	5/26	19	STOCK	NET 30		
9	W 6/3	MISCHEN	5/27	BUY	11919045	1025/\$199.7	1025/\$199.7	X	59%	PICK	X	5/20	PERFECT	X	5/26, 5/27	20	STOCK	50% D/50% N30		
10	F 6/5	AG JEANS	5/29	BUY/DROP	13208828/13209086/13208945	1950/\$140.1	1729/\$124.6	4508/\$324.8	43%	PICK	5/22	6/3		X	5/28	34	SAMPLES	NET 30		
11	M 6/8	TRACY REESE	X	DROP	13395184/13577548	2036/\$234.1	1908/\$218.1	X		CONFIRMED	5/26	FULFILLMENT		X	6/1	46	SAMPLES	50% D/50% N30		
12	T 6/9	LAILA AZHAR	5/26	BUY	8239737	1105/\$175.3	970/\$152.8	X		PICK	X	5/18	PERFECT	X	6/2	25	STOCK	15% D / 85% COD		
13	TH 6/11	AKA	5/28	BUY	8109885	2145/\$218.1	1967/\$205.9	X		PICK	X	5/22	-1	X	6/2	26	STOCK	30% D / 70% N30		
14	TH 6/11	ACNE	5/25	BUY	13265643/13265657	240/\$35.3		X			5/22	6/15 SHIP		X	5/27	10	SAMPLES	NET 30		
15	TH 6/11	STEVEN ALAN	6/1	CONSIGN	13212036/13212113	1023/\$68.3	997/\$66.4	X		NO	6/1, 6/2	6/1	-1	YES	6/4	22	SAMPLES	NET 30		
16	TH 6/11	VENA CAVA	6/1	BUY	13212372/13212382	267/\$58.2	356/\$62.2	X		PICK	5/27	5/27	-2	X	6/5	19	SAMPLES	NET 30		
17	TH 6/11	GRYPHON	6/1	DROP	13302923	454/\$60.0		X			5/21	FULFILLMENT		X	5/27	10	SAMPLES	50% D/50% N30		
18	F 6/12	RICH AND SKINNY	6/4	BUY/DROP?	12662681/12662693	2123/\$134.5	2006/\$127.8			PICK	5/28	6/8, 6/9		X	6/5	31	SAMPLES	100% PRE		
19	M 6/15	ABAETE	6/1	BUY	12157350 HF/11196469 NC/11196481 NC	1231/\$168.0	1231/\$168.0	X		PICK	X	5/15, 5/26 NC, 5/27 HF		X	6/8	17	STOCK	50% D/50% N30 HF; N30 NC		
20	T 6/16	TROVATA	6/3	BUY	8881063	2320/\$225.1	X	X		NO	X	5/22		X	6/9	36	STOCK	20% D/80% N30		
21	W 6/17	CYNTHIA STEFFE	6/3	BUY	13670667/13671024	1645/\$215.1	X	X		NO	X	5/18		X	6/10	41	STOCK	NET 30		
22	TH 6/18	GEREN FORD	6/11	BUY/DROP	13428758/13268440	643/\$63.4	603/\$59.6	343/\$20.7/\$47.7		PICK	5/26, 6/5	5/26		X	6/10	25	SAMPLES	20% D/80% N30		
23	F 6/19	INHABIT	6/12	DROP	13544313	1682/\$222.2		X			6/5	FULFILLMENT		X	6/12	48	SAMPLES	NET 30		
24	F 6/19	HABITUAL	6/12	DROP		4614/\$378.4		X			6/9 SHIP	FULFILLMENT		X	6/12	22	SAMPLES	NET 30		
25	M 6/22	MARC BY MARC JACOBS	6/8	BUY	10113892	2716/\$264.3		X			X	6/1 SHIP		X			STOCK	100% PRE		
26	T 6/23	PRPS	6/16	BUY/DROP	13608663/13609063/13608752	678/\$82.9		1645/\$189.9				6/9 SHIP	6/9 SHIP		X		SAMPLES	50% D/50% N30		
27	W 6/24	MIGUELINA	6/10	BUY	10841993	1310/\$181.2	817/\$116.4	X		PICK	X	6/3		X	14	STOCK	25% D/20% 4M/20% COD/35% N30			
28	TH 6/25	MINT JODI ARNOLD	6/11	BUY	11829970	705/\$126.3	694/\$124.2	X		PICK	X	5/28	-1	X	20	STOCK	30% D/30% AT SHIP/40% N15			
29	F 6/26	ALICE RITTAR	6/12	BUY	13544327	1065/\$93.2/\$169.5	1058/\$92.7/\$168.6	X		PICK	X	6/1		X	19	STOCK	NET 30			
30	F 6/26	JAMES JEANS	6/19	BUY/DROP	13572223/13572226/13615483	1037/\$90.3						6/4 SHIP	6/15 ETA		X		SAMPLES	50% D/50% N30		
31	T 6/30	ALI RO	6/12	BUY				X			SW 6/15-19	SW 6/15-19		X			SAMPLES	50% D / 50% N15		
32	T 6/30	HAUTE HIPPIE																		
33	W 7/1	ADAM		BUY							X	6/8 SHIP		X			STOCK	NET 30		
34	W 7/1	EDUN																		
35	TH 7/2	CHARLOTTE RONSON																		
36	F 7/3	REPEAT																		
37	M 7/6	SEVEN FOR ALL MANKIND		BUY/DROP	12761395															
38	T 7/7	MILLY		BUY/DROP							SW 6/8X	SW 6/8-6/11			47	SAMPLES	30% D70% N30			
39	T 7/7	SHOSHANNA																		
40	TH 7/9	FINAL SALE																		
41	M 7/13	TRACY REESE																		
42	T 7/14	MISCHEN																		
43	W 7/15	TIBI																		
44	F 7/17	FOLEY + CORRINA																		
45	M 7/20	REBECCA TAYLOR																		

Photoshoots – FOR GILT

Keep in mind:

- Photoshoots are usually scheduled for 1 week prior to the sale.
 - Samples are either pulled from Bulk, if it arrives 2 weeks before the sale, or are shipped separately. If shipped separately they need to arrive to the warehouse 3 days prior to the photoshoot. If they do not arrive 48 hours prior to the shoot, then another brand will be shot in its place, and the sale will have to be moved.
1. Sales Operations sends out the Brand Photoshoot confirmation emails on Mondays prior to the week of the shoots being scheduled. These emails list the brands that are expected to be shot, and the # of looks on the projection sheets.
 - A. Updates and Confirmations need to be sent same day
 - B. Info regarding if the brand is being shot off samples, or using VPIs needs to be provided at this time.
 2. Styling Request come in 2 forms – 1. Document that is compiled with inspiration pics and input from Merch team on Google Docs. This is sent out by Angela Sheng every Thursday to be filled out by each Merch team. 2. Column in the Creative Tab to give product info that is important for styling, etc., request for email Flat, suggestion for Editorial sample(s), if editorial needs to be on figure, if fewer images are acceptable for the style (ex. Clutches, Scarves, Table Top product). Both are due Friday at 7PM prior to the week of the shoot.
 3. 3 days prior to a shoot ALL styles that need to be shot need to be uploaded to the Creative Tab so that samples can be pulled and the Creative Team can familiarize with the product and conduct a Style Out.

Creative Tab

Uploading Styles to the Creative Tab

1. Search the rows for the Brand you are uploading to.
2. Click on the DETAILS link
3. Review the details to verify all is correct
 - What Sale the shoot is linked to
 - The date of the shoot to ensure it is at least 7 days prior to the sale
 - The Type of Images – VPI, STILL, RTW so the shoot can be scheduled correctly
4. Click on either

Gilt Groupe Administration

Welcome Kate

Admin Home	Reports	Orders	Sales	POs	Products	Skus	Members	Promotions	Brands	Creative	Email	
Warehouse	Finance	Returns	www.gilt.com	Web Help Desk	F							

Recent Sales: [Judith Leiber](#) // [Tracy Reese](#)

Details for Photo Shoot 1498

- ⇒ [Back to photo shoot calendar](#)
- ⇒ [Edit photo shoot](#)
- Shoot Date: 06/08/2009
- Brand: [MATT & NAT](#)
- Sale: [Matt & Nat - 06/17/2009 \(8 days from now\)](#)
- Image Type: Vendor-Produced Images
- Capacity: 48
- Styling requests: (none)
- Created by: Tania Parker
- Created on: Tue, 02 Jun 2009 15:43:01 -0400

Shot List

- ⇒ [Merchandising: Edit shot list online](#)
- ⇒ [Creative/Merchandising: Upload/download shot list CSV](#)
- ⇒ [Creative: Upload/download photo zip files](#)
- ⇒ [Warehouse: Download pick list CSV \(list of SKUs\)](#)

Shots/Capacity: 0 / 48 Priority-1: 0 Priority-2: 0 Looks with photos: 0

No shots defined.

MERCHANDISING: EDIT SHOT LIST ONLINE – Styles can be filtered from POs, Sales, or the Brand

CREATIVE/MERCHANDISING: UPLOAD/DOWNLOAD SHOT LIST CSV – CSV so Merch can upload their shotlist via CSV rather than filtering through admin.

Creative Tab con't

For **MERCHANDISING: EDIT SHOT LIST ONLINE**

1. When in this area populate the drop down menus to match where you want to pull the styles to shoot from. Choose from the Sample PO, BULK PO, Sale if you have loaded everything in there, or the general brand where you can find any outstanding UNSHOT styles. You can filter multiple times to add from different locations.

2. After each time you filter, click either the “add all # looks to shoot” to add all styles filtered or choose each style individually with “add to shoot”

3. If styles end up NOT needing to be shot because they have fallen out of the sale, or any other reason, please update the creative tab at least 24 hours prior to the sale. If any changes are made between 72 and 24 hours before a shoot, please email the Sample Coordinators.

Gilt Groupe Administration

Welcome Kate

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Warehouse	Finance	Returns	www.gilt.com	Web Help Desk	F						

Add Looks to Photo Shoot 1498

- ⇒ [Back to photo shoot calendar](#)
- ⇒ [Back to details and shot list for this photo shoot](#)

- Shoot Date: 06/08/2009
- Brand: [MATT & NAT](#)
- Sale: [Matt & Nat - 06/17/2009 \(8 days from now\)](#)
- Capacity: 48

Looks From:

Looks in sale Matt & Nat - 06/17/2009

Looks in sale Matt & Nat - 06/17/2009

Looks on PO MATT & NAT #12323489 - Sell first - Christina Kranz - 04/17/2009

Looks on PO MATT & NAT #12833600 - Excess - Christina Kranz - 05/06/2009

Looks on PO MATT & NAT #12977021 - Samples to pay for - Christina Kranz - 05/11/2009

Looks on PO MATT & NAT #13279593 - Sell first - Christina Kranz - 05/21/2009

Looks on PO MATT & NAT #13382221 - Sell first - Christina Kranz - 05/26/2009

Looks currently in stock for brand MATT & NAT

Looks for brand MATT & NAT

Division:

Category:

Has Images?

Filter

Displaying 45 of 45 looks: [add all 45 looks to shoot](#) [remove all 45 looks from shoot](#)

	Brand	Division	Product	Brand Code	Vendor Color	Gilt Color	Sale Price	
add to shoot	MATT & NAT	Accessories	P9BANSKY-PL	P9BANSKY-PL	black	black	\$36.00	⇒ look details
add to	MATT &	Accessories	P9BANSKY-PL	P9BANSKY-PL	blue	blue	\$36.00	⇒ look

Vendor Produced Images

1. Sales using Vendor Produced Images (VPIs), require images to be provided to the retouching team 2 weeks prior to the sale. This is necessary to ensure that if the images are NOT approved, there is enough time to schedule a shoot.
2. If it is necessary to shoot an Editorial, samples need to be sent to the Sample Coordinators 1 week prior to the sale to schedule a shoot. This is also necessary to compare the samples to the images and confirm that everything is matched correctly (styles, colors, details). A request for this editorial needs to be emailed to creative@gilt.com 2 weeks prior to the sale so it can be scheduled.
3. Styles need to be uploaded to the Creative Tab for VPI sales so that the retouching team can match the images to the styles.
4. VPI sales require MAJOR review to ensure that all information and images in the sale are accurately matched and provided.

Copy Points/Editorials

1. Fill out in Google doc “Weekly Copy Bullets”, by MONDAY end of day for the following weeks sales. Include details on designer, collection inspiration, sales to be focused on, InStyle.com picks.
2. Creative will send out first draft by WEDNESDAY end of day for review. All comments must be sent back by THURSDAY end of day.
3. FRIDAY the actual visual draft of Alexis & Alexandra email will be emailed to Merch by Creative for final comments/confirmation. When Merch receives this email, check to ensure the following is correct: DATE of sale, PHOTO, Content matches what was previously confirmed, and ALL SALES ARE PRESENT.
4. All requests for Editorials need to go to creative@gilt.com at least 10 days prior to the sale. This is for all CONSOLIDATED or COMBINED sales or sales using VPIs.
5. Make sure that the NEEDS of an editorial are made clear to creative. Using the Styling Request Google Doc make sure it is clear if the editorial needs to be shot ON FIGURE. This is for sales where we are shooting the product, or using VPIs.

Samples and Sample Coordinators

1. Samples need to be shipped to the following address via UPS FOR BOTH GILT and FUSE
Gilt Groupe – Samples
Attn: Sample Coordinators
C/O Mercedes Distribution
63 Flushing Ave
Building 3, 6th Floor
Brooklyn, NY 11205
2. Samples are available for Descriptions/Measuring/etc. 48 hours after their scheduled photoshoot. If you need the samples for longer, please ask the samples coordinators for an extension. 48 hours prior to the sale ALL sellable samples need to be put into inventory, so if you still need access for sales prep/style matching to pics, please ask for an extension from sample coordinators with the samples, or ask to be escorted to the bulk.
1. At no point can anyone from the Merch team go through the warehouse inventory without a Sample Coordinator escort, or special permission.

Samples Con't

5. All requests for samples before or after the 48 hour window after the photoshoots need to be emailed to samples@gilt.com 24 hours prior to when needed.
6. When working with Samples, please use the Sample Status sheets on each rack. They are used to communicate between teams if product is ready to be shot, described, etc. While using samples, please make sure you keep the Sample Coordinators aware of the status of the samples. EXAMPLE IN REF DOCS
7. For Samples that have been requested separately from the shoot, please make sure they are on the appropriate rack DONE or IN USE. See Attached
8. If there are questions about vendor labeling, it is the responsibility of the Merch team to clarify the vendor labeling and provide correct information to the Sample Coordinators so they can label. We suggest putting post-its with the correct information on each style.

SAMPLES

IN USE

BRAND _____

READY TO BE SHOT

REVIEWED W/CREATIVE

READY FOR DESCRIPTIONS

DESCRIPTIONS COMPLETE

DATE _____

MA/PC _____

SAMPLES

DONE/
READY TO BE
PUTAWAY

Sales Prep

SALES PREPARATION CHECK LIST

SALE NAME: _____

SALE DATE: _____

- DO ALL PRODUCTS HAVE A DESCRIPTION (FIT, ORIGIN, MATERIAL)?
- HAVE YOU SPELL CHECKED ALL DESCRIPTIONS BEFORE UPLOADING CSV FILE?
- DO ALL PRODUCTS HAVE A FULFILLMENT CODE? (if applicable)

Usually ships in 2-3 weeks.

- HAVE ALL PYTHON DESCRIPTIONS INCLUDE CODE
Please note:
Gilt does not ship Python to California.

- DO ALL PRODUCTS HAVE A CATEGORY?
- DO ALL PRODUCTS HAVE A DIVISION?
- DO ALL PRODUCT NAMES AND COLOR NAMES MAKE SENSE?
- DO ALL PRODUCTS HAVE PROPER SIZING?
- DOES THE SALE HAVE AN EDITORIAL IMAGE READY? (IF SALE IS VPI, FOLLOW UP WITH KATE FURST. KFURST@GILT.COM) .
- DO ALL IMAGES AND COLORS MATCH PRODUCTS AND ALL ALTERNATE IMAGES ARE UPLOADED AND VIEWABLE?
- HAVE ALL PRODUCTS BEEN X-MERCHANDISED?
- HAVE ALL PRODUCTS BEEN SWATCHED?
- HAVE ALL PRODUCTS BEEN MERCHANDISED ON SALES PAGE (SALES LOOK ORDER)?
- HAVE YOU CHECKED TO VERIFY THE MSRP (RETAIL PRICE) IS ACCURATE?
- HAVE YOU CHECKED TO VERIFY THE COMP SHOP (LESS THAN 50% MSRP PRICE)?

DATE COMPLETED: _____

MA COORDINATOR/MA: _____

Add size conversion and fit charts where necessary. MAKE SURE EACH LOOK HAS THESE if you are adding them.

It is very important for taxing and reporting that Division and Category are correct.

Each photo needs to be uploaded to the right brand code and color name.

Other things to keep in mind:

- Make sure all styles have inventory. If there is a style without any inventory, remove if from the sale.
- Remove all styles that do not have images or it will incorrectly report that the style has been in a sale.
- Sales **must** be ready 24 hours before they go live.
- Review email from CREATIVE to confirm MONDAY email – date, copy, etc.
- RTV any unwanted units/styles received from Vendor.

Sell- First Sales

1. Vendor's Inventory needs to be frozen at least 2 days before the GILT sale goes live. This may vary with vendors
2. To upload AVAILABILITY into the Gilt System
 1. Put all available units in a PO and give to Vendor. Vendor will confirm that units will be frozen, and then confirm 2 days before the sale, with ACTUAL availability.
 2. Create a buffer – decrease units from ACTUAL availability to ensure all orders can be fulfilled.
 3. Upload PO as SELL-FIRST and email Kat Bitanga and Flora Abiva with PO # so they can approve, and “fake” receive.
3. Once a Sale is complete, Webstore inventory needs to be cleared. In order to do this email Kat for the final packing list of all units ordered. After this has been sent to the merchants, extra “available” inventory is cleared to ensure no additional orders can be placed.
4. Send Selling information to Vendor to confirm what they need to ship.
5. Confirm when Order will be shipped
6. Notify Warehouse of ETA for shipment and update Planning Fulfillment Tracking Sheet with tracking #s. This is located on the Share Drive.
7. When the shipment arrives it will be prioritized to ensure that customer orders can be shipped ASAP. Kat will email short-shipments and CC Customer Service. Confirm with Vendor that Gilt was actually short shipped and units aren't coming. If confirmed, Customer Service will notify customers.

Merch Planning

1. All updates to Sales need to be made immediately to the Merch Projection Sheet.
 - Date of sale
 - # of units
 - # of looks
 - Projected sell through
 - Old product
 - Type of buy
2. Final updates for the CURRENT week and next week are due on Monday of the current week. Any changes after Monday need to be communicated to Sales Ops and Merch Planning.

Post Sale

1. Fill in actual sale results on Project sheet.
2. Planning compiles Sell-Thru report to send to Vendor. Review report to ensure all details are correct.
3. If SELL-FIRST Sale – CHECK SELL-FIRST section
4. If product is consignment and you are NOT including returns, create RTV immediately after Sale. This includes SAMPLES if they are being returned to Vendor
5. If product is consignment and you ARE including returns, wait for 2 weeks after sale, and then submit RTV.
6. Make sure Finance has invoices from Vendors to follow-up that they are being paid.

Cycle Counts – GILT ONLY

1. For Sales including repeat product, all repeat product needs to be added to a sale at least 1 week prior to the sale.
 - Sales Ops will send an email to confirm all product has been added to the sale so a cycle count can be generated and sent to the warehouse.
2. For Consolidated Sales with multiple brands, all product needs to be added to the sale at least 2 weeks prior to the sale.
 - Sales Ops will send an email to confirm all product has been added to the sale so cycle count can be generated and sent to the warehouse.
3. After a cycle count has been generated, NO additional product can be added. If you need to discuss a special circumstance, please communicate this to Kate Furst and Donny Salazar

RTVs

Return to Vendor

1. Be sure to get the RMA #, any special instructions, and to confirm the shipping address the product will be sent to with your vendor prior to submitting an RTV
2. To process an RTV go to <https://www.gilt.com/admin/rtv>
 - a. Choose your order ID from the “shipments not confirmed” filter and click details
 - b. Here you can add the styles (make sure all units and styles are included) and enter the vendor shipping address
 - c. Choose submit to send the RTV to the warehouse
3. Once your RTV has been sent to the warehouse email Kat (kbitanga@gilt.com) with the brand name, RMA #, special instructions from vendor, and ask for tracking
4. Email Flora Abiva (fabiva@gilt.com) in Finance and let her know that you have sent an RTV to your vendor
5. Tracking your RTV
 - a. Kat will send you a tracking number once the RTV has been sent out (**the deadline for this is 5 days)
 - b. You can also obtain the tracking number under “details” in the RTV section of admin
6. Once you have confirmed your RTV tracking number send it to the vendor
7. Make sure the “quantity” and the “quantity confirmed” match in admin for your brand