

REQUIRED FIELDS

- **Agent:**
 - **OWNER** is required to fill in Agent field upon creating fit eval.
 - Use type ahead to fill in the agent style is adopted with **OR** use the magnifying glass to search.
 - L&F office vendor is placed through.
 - For Domestic and No Agent Direct vendor, please enter Kohl's Domestic.
- **Vendor:**
 - **OWNER** is required to fill in Vendor field upon creating fit eval.
 - **Reminder:** Make sure fit eval doesn't already exist before creating new fit eval.
 - Use type ahead to fill in the vendor style is adopted with **OR** use the magnifying glass to search.
 - **Note: CTD must fill in Vendor field promptly upon creating a fit eval BEFORE saving or vendor will not have access to fit eval.**
- **Adopted Style Handoff:**
 - Adopted Style Handoff Date is required to be filled in at the time the style is confirmed. The adopted style handoff date is advised in one of the below scenarios.
 1. Date **KTD** is advised by PM style is in the line (adopted).
 2. Date **OWNER** is advised to proceed with special sizes.
 3. Date **OWNER** is advised of a factory change.
 - This field is filled in at Counter Sample Stage and remains static for all rounds.
- **PP Deadline:**
 - Date **MUST** be provided at time of Adopted style hand off.
 - CTD **MUST** confirm PP deadline is accurate once they begin review process on their end. If the PP deadline changes, CTD must update.
- **POM Page Description:**
 - Rename following POM page naming convention
- **Date Received:**
 - **OWNER** of fit is required to fill in Date Received field.
 - Date Received is the date the sample is in possession to begin review process.
 - Date Received triggers the start of timeline.
- **Date Fit:**
 - **OWNER** is required to fill in Date Fit **ONLY IF** there was an actual sample fit.

Evaluation Information				Sample Information			
Agent LI & FUNG INDIA	Vendor PEARL GLOBAL IND...	Factory	Fit Sample Sample 2	Sample Type FIT SAMPLE	Fit Status NEW		
Adopted Style Handoff 02/10/2021	PP Deadline 05/07/2021	UM IN	Reason Code				
Number Format Fraction	POM Page Description R.RAYON TWILL		Date Received 03/22/2021	Ownership KOHLS TD	Decision Date		
Created On 2021-02-11 10:41:40	Modified on 2021-03-11 15:24:24	Fit Workflow Alert 85	Measurer 1	Measurer 2	Actual Fabric/Material --Select--		
			Actual Trim/Hardware --Select--	Block/Last Used --Select--	Actual Outsole --Select--		
			Date Fit 03/23/2021	Fit With			
			Fit Session Attendees				

REQUIRED FIELDS (CONT'D)

- **Sample Type:**
 - **Counter Sample** - Counter sample should **ALWAYS** be the first sample in each fit eval.
 - **Fit Sample** - Will auto populate once sample is initiated.
 - **Pre-Production Sample** - Will auto populate once sample is initiated.
 - **Top Reference Sample** - Will auto populate once sample is initiated.
 - **3D FIT SAMPLE** - Will auto populate once sample is initiated.
- **Reason Code:**
 - **OWNER** is required to fill out Reason Code field **ONLY IF** sample status is NOT EVALUATED, REJECTED OR NOT APPROVED. See **Reason Code** section for more information.
- **Ownership:**
 - Ownership denotes **OWNER** of approval for each sample round, CTD or Kohl's TD.
 - Use type ahead to fill in the Ownership field **OR** use the magnifying glass to search.
- **Measurer 1 & 2:**
 - CTDs are always MEASURER 1. KOHLS TDs are always MEASURER 2.
 - Use type ahead to fill in the Measurer field **OR** use the magnifying glass to search.
- **Fit sample status:**
 - **OWNER** is required to fill out Fit Sample Status field using one of the below fit sample statuses.
 - Use type ahead to fill in the Fit Sample Status field **OR** use the magnifying glass to search.
 - **Approved** - Fit & aesthetics are good with very minor corrections.
 - **Cancelled** - No longer in the line.
 - **Not Approved** - Changes are need to make the style acceptable for fit and aesthetic.
 - **Not Evaluated** - No sample available to review.
 - **Rejected** - Sample far below expectations, did not follow previous comments/block pattern.
- **Actual Fabric/Material:**
 - CTD **MUST** fill out on all sample rounds regardless of ownership.
- **Actual Trim/Hardware:**
 - CTD **MUST** fill out on all sample rounds regardless of ownership.
- **Block/Last Used:**
 - CTD to confirm if block/reference pattern was used provided by KTD.
 - CTD to advise in fit comments the block or pattern reference used.

Sample Information

Fit Sample Sample 2	Sample Type FIT SAMPLE	Fit Status NOT APPROVED
Reason Code FIT CHANGE		
Date Received 03/22/2021	Ownership KOHLS TD	Decision Date
Measurer 1	Measurer 2 KALLIE DURANT	Actual Fabric/Material Yes
Actual Trim/Hardware Yes	Block/Last Used Yes	Actual Outsole --Select--
Date Fit 03/23/2021	Fit With	
Fit Session Attendees		

REQUIRED FIELDS (CONT'D)

- **POM Material**

- **KTD** required to fill out POM Material fields.
- All material entered in these fields **MUST** match the material entered in the matching field on the POM tab. (Material 1 here must match material 1 on POM page, material 2 here must match material 2 on POM page, and so on.)

POM Material

Material 1	Material 2
<input type="text"/>	<input type="text"/>
Material 3	Material 4
<input type="text" value="W 100 RAYON TWILL-2/2 4.12 OZ/YD2"/>	<input type="text"/>
Material 5	Material 6
<input type="text"/>	<input type="text"/>
Material 7	Material 8
<input type="text"/>	<input type="text"/>
Material 9	Material 10
<input type="text"/>	<input type="text"/>