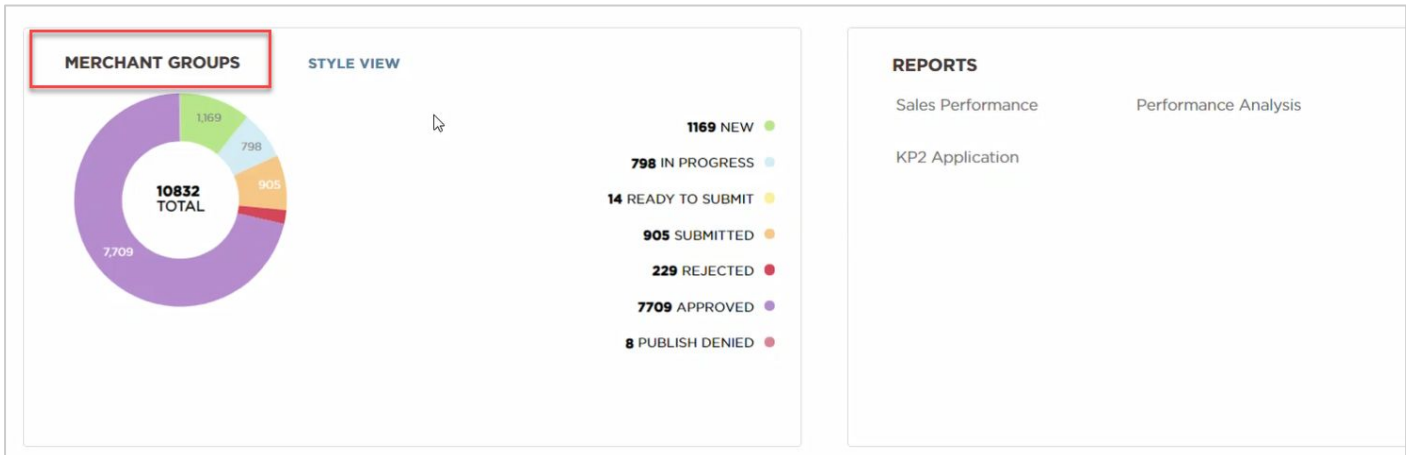


How To Attribute Using Excel Export

Enter attributes by exporting into Excel

1. Navigate to Merchant Group landing page
 - a. To get there, scroll down to the Merchant Group widget on the K-Link home screen and click the Merchant Groups hyperlink



2. Click on Advanced Filters
3. Input your Merchant Group within the Merchant Group Name column
 - a. Click Apply Filters

Merchant Groups (1)

DEPARTMENTS BRANDS ASSIGNED TO MAP STATUS STATUS Advanced Filters ^

Merchant Group Name **2** Fossil INC_19_DEMO GROUP 12.9 Attribute Due Date All Image Due Date All Class Parent Filter Select

FOSSIL INC_19_DEMO GROUP 12.9 X

CLEAR FILTER APPLY FILTER **3**

4. Take ownership of the Attribution Timeline using 1 of 2 ways shown below

ASSIGNED TO	DUE DATE	STATUS
Attribution Timeline Not Assigned	01/20/2022	NEW EDIT

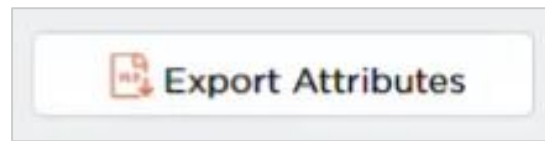
OR



4. Select a Specific Product for your style from the dropdown list to narrow down the number of attributes required (Default is No Value. If you choose No Value you will see and be required to fill out all attributes, whether they are applicable to your product or not
 - a. Select “Save Changes”
 - b. Your style status will change from “New” to “In Progress”

A screenshot of a web form. On the left, there is a dropdown menu labeled 'SPECIFIC PRODUCT ▲' with 'No Value ▼' selected. To the right of this is a 'STATUS ▲' label. Below the dropdown is a blue button labeled 'NEW'. Above the dropdown is a green button labeled 'SAVE CHANGES'. Red boxes highlight the 'SPECIFIC PRODUCT' dropdown and the 'SAVE CHANGES' button.

5. Click the “Export Attributes” button in the top right corner




6. Open your downloaded Excel file
 - a. Be sure to enable macros once file has downloaded
7. Fill out **ALL** attribution fields highlighted yellow
 - c. Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns
 - d. Please choose or write “No Value” for any attribute that does not apply to your products

VendorStyleAttribute (5) - Excel

! SECURITY WARNING: Macros have been disabled. [Enable Content]

Vendor Style	Description	Certifications	Drawer Dimensions H x W x D, (in inches) - For Multiple Drawers, Include Interior and Exterior Dimensions for Each Drawer	Does the car seat include a base?	List all compa
COMPLETE	COMPLETE	SELECT		SELECT	
JAN1111	TEST STYLE 1	SELECT		SELECT	
JAN3333	TEST STYLE 3	SELECT		SELECT	
JAN4444	TEST STYLE 4	SELECT		SELECT	

Red arrows point from the 'Enable Content' button to the yellow-highlighted cells in the table.

- 
- Import Attributes

- A screenshot of a software update completion screen. At the top, a green progress bar is filled to 100%, with a mouse cursor icon pointing at the '100%' text and a green checkmark icon to its right. Below the progress bar, the text 'Success! Please continue to review your updates' is displayed in a dark gray font. At the bottom right, there is a blue button with the text 'Continue' in white, which is highlighted by a red rectangular box.

- Home

>

Merchant Groups

>

FOSSIL INC_19_DEMO GROUP 12.9

>

Grid Edit View

Attribute changes saved.

DEPARTMENT
19 - TEST DEPT

VENDOR
FOSSIL INC

BRAND
RELIC

GROUP DESCRIPTION
FOSSIL INC_19_DEMO GROUP 12.9

ATTRIBUTE DUE
01-20-2022

IMAGES DUE
03-21-2022

COUNTS
STYLES :4

SKUS :8

Import Attributes

Export Attributes

<input type="checkbox"/>	VENDOR STYLE	PLEASE PROVIDE PE...	WATER CONSCIOUS: _	WATER CONSCIOUS: _	STATUS	ECOM CHANNEL (BULK)			
<input type="checkbox"/>	STYLE11	No Value	Water-saving proc...	No Value	READY TO SUBMIT	No	N/A	N/A	No
<input checked="" type="checkbox"/>	STYLE22	No Value	No Value	No Value	READY TO SUBMIT	No	N/A	N/A	No
<input checked="" type="checkbox"/>	STYLE33	No Value	No Value	No Value	READY TO SUBMIT	No	N/A	N/A	No
<input checked="" type="checkbox"/>	STYLE44	No Value	No Value	No Value	READY TO SUBMIT	No	N/A	N/A	No

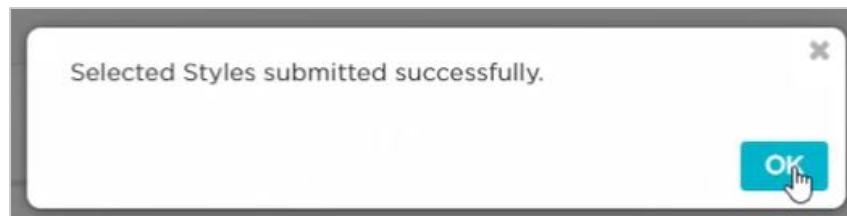
SAVE

14. You will be routed to the merchant group style screen
 - a. Your styles' statuses should now show **"Ready to Submit"**
15. Select your styles that are "Ready to Submit" and click the "Submit" button

<input type="checkbox"/>	STYLE11	DEMO STYLE 11	18744244	3 Colors Available...	Testing Department	No Value ▾	SUBMITTED		
<input checked="" type="checkbox"/>	STYLE22	DEMO STYLE 22	54021508	ORANGE	Testing Department	No Value ▾	READY TO SUBMIT		
<input checked="" type="checkbox"/>	STYLE33	DEMO STYLE 33	19521920	3 Colors Available...	Testing Department	No Value ▾	READY TO SUBMIT		
<input checked="" type="checkbox"/>	STYLE44	DEMO STYLE 44	37984350	BROWN	Testing Department	No Value ▾	READY TO SUBMIT		

Submit

16. You will receive a popup message saying "Selected Styles submitted successfully"
 - a. Your styles' status will now show as "Submitted"



Attributes							Images and Samples	
Mass Update							Attribute Grid View	
							Import Attributes	Export Attributes
VENDOR STYLE	DESCRIPTION	KOHL'S STYLE ID	VENDOR COLOR	PDP CATEGORY	SPECIFIC PRODUCT	STATUS		
STYLE11	DEMO STYLE 11	18744244	3 Colors Available...	Testing Department	No Value ▾	SUBMITTED		
STYLE22	DEMO STYLE 22	54021508	ORANGE	Testing Department	No Value ▾	SUBMITTED		
STYLE33	DEMO STYLE 33	19521920	3 Colors Available...	Testing Department	No Value ▾	SUBMITTED		
STYLE44	DEMO STYLE 44	37984350	BROWN	Testing Department	No Value ▾	SUBMITTED		

Submit