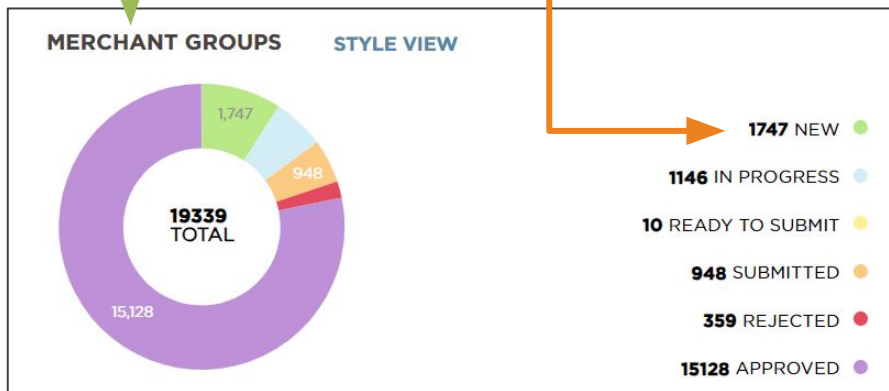


Finding your Merchant Group

A merchant group is a group of styles that live within the same department. It is most likely organized by a buy plan created by a Kohl's Buyer. You will get an email from K-Link when a new Merchant Group is created.

Use the Merchant Group Widget to access your merchant group

- Click on MERCHANT GROUPS to access the Merchant Group Dashboard (preferred access method)
- All statuses in the widget are hyperlinks that when clicked will take you to the Merchant Group Landing page for that status



Merchant Group Dashboard

K-Link **Merchant Groups (134344)**

474 Selected | VENDORS | BRANDS | ASSIGNED TO | MAP STATUS | STATUS | Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
03/04/2019	REPORT FOOTWEAR INC_219_1.C GUAVA BLACK & NUDE Styles: 2 1915_24	Merchant Specialist The merchandise Gina Engelen	10/16/2018 02/14/2019	WAITING ON IMAGES READY FOR REVIEW
11/05/2018	GONZALES ENT INC DBA FIFTH SUN_307_RUSH NOW TEST TEES Styles: 11 16110_00	Chi Thai The merchandise Not Assigned	10/25/2018 02/26/2019	WAITING ON IMAGES READY FOR REVIEW
01/01/2020	NIKE USA INC_307_SP19 SLEEVELESS TOPS Styles: 7 16110_004	Calvin Lamina The merchandise Jennifer Sutton	11/22/2018 07/23/2019	WAITING ON IMAGES READY FOR REVIEW

Finding your Merchant Group

Merchant Groups (213)

The screenshot shows the 'Merchant Groups' interface. At the top, there are filter buttons: '11-SOLID SHEETS', 'VENDORS', 'BRANDS', 'ASSIGNED TO', 'STATUS', and 'Advanced Filters'. Below these is a table with columns: 'PRODUCT LAUNCH DATE', 'MERCHANT GROUPS', 'ASSIGNED TO', 'DUE DATE', and 'STATUS'. The table contains one row for 'LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY' with a launch date of '05/05/2019'. To the right of the table, there is a 'Take ownership' button and a 'VIEW' button. A green circle highlights the 'Advanced Filters' button, with a green arrow pointing down to the expanded filter menu below.

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY	IP1View1 IP Take ownership VU	04/01/2019 01/03/2019	WAITIN REJECT

Advanced Filters

Clicking on Advanced Filters allows you to filter by Merchant Group Name, Attribute Due Date, Image Due Date and Class.

Searching by merchant group name is the fastest way to find a merchant group

The screenshot shows the 'Advanced Filters' menu. It contains four filter sections: 'Merchant Group Name' (with a text input field containing 'Merchant Group'), 'Attribute Due Date' (with a dropdown set to 'All'), 'Image Due Date' (with a dropdown set to 'All'), and 'Class' (with a dropdown set to 'Class'). At the bottom right, there are two buttons: 'CLEAR FILTER' and 'APPLY FILTER'. An orange arrow points from the 'APPLY FILTER' button back to the 'Merchant Group Name' input field.

Merchant Group Name:

Attribute Due Date:



Image Due Date:

Class:

Taking Ownership of your Merchant Group



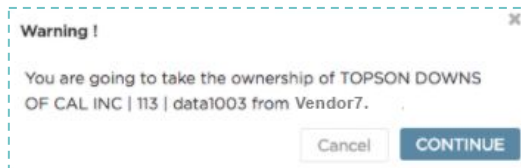
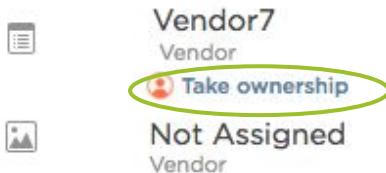
To access your merchant group, click the “edit” button next to merchant group statuses. You have the option of editing either attributes (top line) or images (bottom line).

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS	
11/29/2018	FOSSIL INC_19_OTHERFOSSILMG Styles: 1 SKUs: 1	KOHL'S KOHL'S Test Vendor1 VU	01/02/2019 01/02/2019	SUBMITTED IN PROGRESS	 

If a coworker has claimed the group, you can take ownership as long as they are not actively working on the group. Clicking on the “Take Ownership” link below the user’s name will prompt a warning message.

If a Kohl’s Associate is working on a group, you will not be able to take ownership of the group.

If you see a “view” button, it means that the group is either being worked on by one of your coworkers, or is with Kohl’s. Clicking on the view button will give you view access to attributes or images.



NEW

IN PROGRESS

