

### Shadeband Bulk Submit Comment

#### Introduction

The below is the approved process from Production and IT-PDStrategy Team for the current state of Tradestone. To summarize, the updated process will allow Kohl's to capture all shadeband submits within the submit module rather than the threaded message function. Some benefits of this include more accurate comments with less chance for error as well as less manual forms to be generated by L&F.

#### **Submit Forms**

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L&F will continue to generate the submit forms for each shadeband. All lots will be represented by the same submit module #, however the Shade lot will be denoted in the comments section. For example, see below. Each shade lot will have a separate submit form.

In addition to the Shade Lot Group, for each Lot, the quantity should be communicated in yards and approximate units. This will help the team to make a better informed decision on BCDs.

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#### **Submit Module Comments**

After the comments have been given by the design and color team, the approval/rejection comments will be added within the module to the comments section. Ensure all comments are dated to keep historical record.

- If at least one shade lot is approved, the decision status should be "approved"
- If there are some rejections within the lots sent, this should be denoted in the Kohl's comments section. See example below:

Click to Attach QTX							
Decision Status		(	Decision By				
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05/02/2014							
Details							
Kohls Comments							
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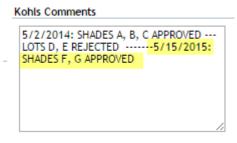
**Editing Submit Module Comments** 



## Shadeband Bulk Submits: Tradestone Process Last Updated: March 31, 2015

After the initial Shade lots are approved, there may be a need to go back and provide updated comments, as well as additional lots may need to be approved. This is completed simply by editing the comments. If the decision status is "Approved" Tradestone will not open a 2<sup>nd</sup> round, thus the need to edit comments.

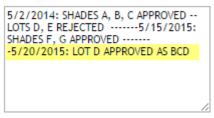
- Additional Lots may be sent to fulfill the quantity needed.
  - Example:



• Updates may need to be made for BCD comments

• Example:

Kohls Comments



# Notify L&F and Vendor Partners of Updates

When comments are added or edited in the submit module, there is no notification sent to L&F to update the team. For any edits or changes, send a threaded message to the L&F Team, Vendor and Any further CFT partners necessary. For Example:

