## my product

## guidelines for use

|  | What information do they provide? | What's the process for using them? | Where can I find them? | How long do I keep them? |
| :---: | :---: | :---: | :---: | :---: |
| selling area fyi | An at-a-glance look at the basic information you need to know in order to sell in a department <br> Rated highly valuable by all Associates | During Scorecard \& coaching conversations, for on-the-floor selling activities, at Store Rallies <br> By scheduled selling area: <br> FWT <br> New \&Seasonal Hires <br> Transfers <br> During New Hire Orientation and training | Shipped with Binders <br> Copies at the Scoreboard My Macy's Portal @ L\&D Insite | 18 months or until told to discard |
| product essentials | In-depth look at the most important information in each department; from sizing information to fabrication and cost differential. Critical information that can be used in the selling process <br> Rated most valuable by Associates in areas that are not highly trend driven | During Scorecard \& coaching conversations, for on-the-floor selling activities, at Store Rallies <br> By assigned selling area: <br> Incumbent Associates <br> Specialists <br> During New Hire Orientation and training | Shipped with Binders <br> My Macy's Portal @ L\&D <br> Insite | 36 months or until told to discard |
| vendor essentials | A brief overview of who the vendor is, who their customer is and how to sell to them | During Scorecard \& coaching conversations, for on-the-floor selling activities, at Store Rallies <br> By assigned selling area: <br> Incumbent Associates <br> Specialists <br> At vendor launches <br> During New Hire Orientation and training | Shipped with Binders <br> My Macy's Portal @ L\&D <br> New materials will be produced on as needed basis as new vendors are added | 36 months or until told to discard |
| what's new | A look at the current trends and key items <br> Most valued in high fashion, trend driven businesses | During Scorecard \& coaching conversations, for on-the-floor selling activities, at Store Rallies <br> By assigned selling areas \& adjacent areas <br> Incumbent Associates <br> FWT | Some will be shipped with Binders <br> My Macy's Portal @ L\&D <br> Produced monthly or quarterly depending on the merchandise <br> New materials will be available through Demand Printing to new Store Color Printers | Retain 2 rolling quarters at all times |

