my product

guidelines for use



selling area fyi

An at-a-glance look at the
basic information you need to
know in order to sell in a
department
Rated highly valuable by all

What information do they

provide?

FWT New &Seasonal Hires Transfers

and training

What's the process for using

them?

During Scorecard & coaching conversations, for on-the-floor selling activities, at Store Rallies

By scheduled selling area:

During New Hire Orientation

During Scorecard & coaching

conversations, for on-the-floor

Shipped with Binders Copies at the Scoreboard My Macy's Portal @ L&D

Where can I find them?

18 months or until told to discard

How long do I keep

them?

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

selling activities, at Store Rallies By assigned selling area: Incumbent Associates

Shipped with Binders

Insite

Insite

36 months or until told to discard

Rated most valuable by Associates in areas that are not highly **Specialists**

My Macy's Portal @ L&D

trend driven

Associates

During New Hire Orientation and training

During Scorecard & coaching conversations, for on-the-floor

selling activities, at Store Rallies

Shipped with Binders

vendor essentials A brief overview of who the vendor is, who their customer is and how to sell to them

By assigned selling area: Incumbent Associates

Specialists

My Macy's Portal @ L&D

New materials will be pro-

duced on as needed basis as new vendors are added

36 months or until told to discard

During New Hire Orientation

At vendor launches

and training Some will be shipped with

Binders

My Macy's Portal @ L&D Retain 2 rolling Produced monthly or quarquarters at all times terly depending on the

what's new

A look at the current trends and key items Most valued in high fashion,

trend driven businesses

By assigned selling areas & adjacent areas

Incumbent Associates **FWT**

During Scorecard & coaching

conversations, for on-the-floor

selling activities, at Store Rallies

New materials will be available through Demand Printing to new Store Color Printers

merchandise

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