**How to: Arrange for a style to be Sold-Off**

**Sell-offs can be initiated by the Production Department (Prod) or the Brand / Buyer**

* **Prod / Buyer** - Once it has been determined that a style is to be sold off, Production or the Buyer will contact the Quality Control Coordinator ONLY if the product is ownbrand apparel
	+ In most cases the buyer will initiate sell-offs of Market styles, and Production will initiate Ownbrand style sell-offs. In all cases, Production needs to be involved with any Ownbrand sell-offs
* **Prod / Buyer** - Provide Sharone Bilenkin with a sample, and the PO’s or Sku’s of the Style being sold off.
* **Prod / Buyer** - If units have been shipped to the stores, the Prod / Buyer will need to reach out to Store Ops to have the units pulled from the stores and returned to the Gap DC.
	+ In this scenario the Sell-off will need to be delayed for a period of 90 days, or when the style has been marked down.
	+ **Note**: The data entry supervisor in the Gap DC will notify prod/ buyer when the majority of the units have been returned from the stores, or notify QC coordinator if product is ownbrand apparel ONLY.
* **Prod / Buye**r - Contact the receiving dock if orders have yet to be delivered, notifying them of the sell-off. Comments will need to be entered into IP, instructing the DC to place the order on hold upon receipt. Follow ups need to be made once the PO’s dock. Production/ buyer will need to keep track of this.
* **Prod / Buyer** - Reach out to Direct IC (Inventory Control) contact to have units placed on hold and pulled from active pick locations, if the units are already received sku’s will need to be provided
* **Prod / Buyer** – Provide Sharone with the location of the units and the quantities
* **Prod / Buyer** – Obtain a sample and deliver the sample to the Senior Purchasing Mgr
* **Prod / Buyer** – Provide the Senior Purchasing Mgr with the following information:
	1. Style #
	2. Style Description
	3. Total # of Units to be sold off
	4. Location of the units
	5. When units will be available to be sold-off
	6. FOB – As listed on the purchase order header
	7. ELC – As listed in IP
	8. Retail price
* **Sr. Purchasing Mgr**. (Sharone Bilenkin) will offer the style to be sold-off
	+ **Note**: The process of obtaining an offer can take 2 to 3 weeks.
* **Sr. Purchasing Mgr.** – Upon receipt of an offer, the offer will be presented to the buyer for Market styles, and to Production for Ownbrand.
	+ The offer must be formally accepted by prod/buyer before the PO will be issued
* **Sr. Purchasing Mgr.** will obtain the purchase order, and pass it to the buyer/production/ QC coordinator (ownbrand apparel only) when the offer has been formally accepted .
* **Prod/ Buyer / QC Coordinator** - Passes the Processing PO to the DCs. \*\* very important step\*\*
* **DC’s** contact NEJ to arrange the pick up.
	+ **Note**: Product being shipped to NEJ does not require the labels to be defaced or the price tickets to be removed. URBN has an agreement with NEJ to remove all tickets, and deface the main label.
* **DC** is required to create a packing list and send it with the shipment. NEJ will provide the BOL.
* **DC** will forward the packing list and BOL, along with tracking information to the Sr. Purchasing Mgr. when NEJ has picked up the units.
* **IC Department** will adjust the units out of inventory after the shipment has been picked up.
* **Sr. Purchasing Mgr**. will invoice NEJ.
* **Sr. Purchasing Mgr.** will receive the payment and forward to Accounts Payable (AP).
	+ **AP** will credit the amount received to the brand.

**WHOLESALE ---** once the processing po is passed from sharone add  Norrina brown and megan Thomas for all emails (with DC and Sharone)

**Email to DC:**

Hi All,

Attached is processing PO! Please reach out to NEJ to arrange pick up.

Please be sure to create a packing list and send with shipment.

Once NEJ has picked up units, please fwd packing list, BOL and tracking to Sharone Bilenkin with me cc’d.

Thank you!