

**TODAY'S
SPECIAL
VALUE[®]**

buyer's guide to
FINAL CHECK

FINAL CHECK?

The official approval process for TSV copy
& bullets that will appear on QVC's Product
Detail Pages

who uses

FINAL CHECK?

- ✓ Copy
- ✓ Merchandising
- ✓ QA
- ✓ eCommerce
- ✓ Legal
- ✓ Customer Service



BUYER'S RESPONSIBILITY?

Ensure all factual information in copy & bullets is accurate

Answer all questions posed about the item

Notify users when the IBM LD has been updated

Provide your written approval to denote that the item has been reviewed & is ready to go

*The information & confirmation you provide in the tool will be used by several teams, so it's important that everyone is aware of requests for updates, as well as changes that have been implemented



WHEN TO RESPOND?

If copy/bullets are accurate & there are no questions, simply reply with your confirmation

If there are questions from your fellow team members, please reply with your answers to each one

Once changes have been made to copy/bullets by the writer, please provide your sign-off

*Please continue to keep an eye on your TSVs until their due dates as there may be additional callouts

WHERE TO RESPOND?

Up to & including the TSV launch date:

All communication should be in Final Check

After the TSV launch date:

Send requests for changes to the Copy Fixes mailbox



when do i

GET NOTIFICATIONS?

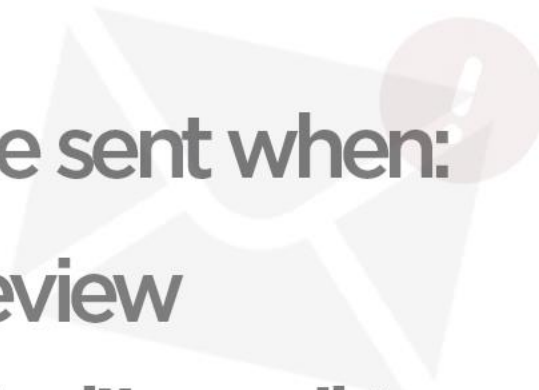
Auto-notification emails will only be sent when:

New copy has been added for review

A writer sends a “response needed” email to a particular team

*Unless you set up notifications for yourself, you will not receive any other emails from Final Check; therefore, it is up to you to take ownership of your part of the process, which is to validate all information in a timely fashion

*We do our very best to make sure we enter the correct Buyer Group in the tool, but mistakes happen, so it's up to you to be aware that you have an upcoming TSV & to respond to your fellow team members as soon as possible

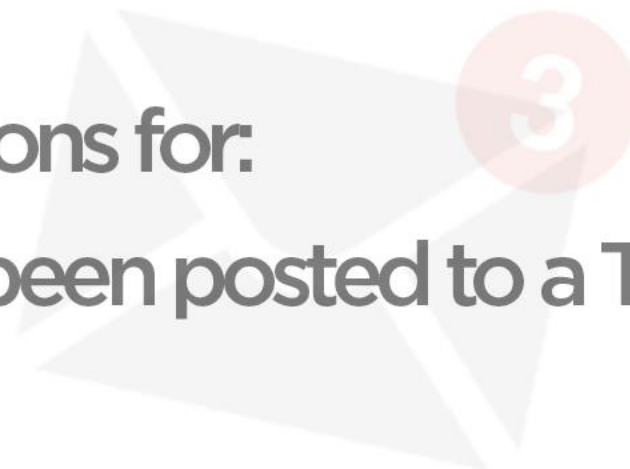


MORE NOTIFICATIONS?

You can set up email notifications for:

Every time a response has been posted to a TSV
of your choosing

All TSVs in your categories or Buyer Code(s)



PeRC PeRC Internal

TSV Final Check

Search this site

By Category

- Documents
- Approved Creative Decks
- DotcomAEM
- Sites & Projects
- Create a New Marketing Project
- Request new Creative
- Creative Requests
- Existing Marketing Projects
- EventChecklist
- TSV Proposal
- TSV Checklist
- TSV Homepage Module Copy
- TSV Final Check
- Break/Fix Requests
- Work Requests

+ new item

cust-listview (2) (3) ... Find an item

	TSV Date ↓	Responses Due	Item Number	Short Description	Last Updated	Created By	Replies	Status	Modified	Meta
	1/7/2020	12/23/2019	A373937	1/7/19 A373937 Denim & Co. Striped Waffle Knit Tunic with Solid Trim	December 23, 2019	Emma Michael	3	Completed	December 23, 2019	Fashion
	1/6/2020	12/23/2019	A373306	1/6/19 A373306 Soma Vanishing Edge Brief Set of 5	December 24, 2019	Emma Michael	4	Completed	December 24, 2019	Fashion
	1/5/2020	12/27/2019	A378095	1/5/20 A378095 Nutrisystem All New Fast Five Personalized 4-Week Plan	December 23, 2019	John M. Decker	1	Completed	December 24, 2019	Health & Fitness
	1/4/2020	12/20/2019	A371993	1/4/20 A371993 IT Cosmetics Bye Bye Foundation Oil Free 3-pc Complexion Set	December 19, 2019	Jennifer L. Walter	3	In Progress	December 16, 2019	Beauty
	1/3/2020	12/20/2019	E233624	1/3/20 E233624 Fitbit Charge 3 Fitness Tracker with 3 Months Fitbit Premium	December 20, 2019	John M. Decker	2	Completed	December 20, 2019	Electronics
	1/2/2020	12/27/2019	V36695	<u>01.02.20 V36695 Pop-it 5-Tier Multipurpose Collapsible Shelf w/ Liners</u>	December 30, 2019	Molly Simkiss	5	In Progress	December 30, 2019	Home & Garden
	1/1/2020	12/18/2019	A378193	1/1/20 A378193 HairMax LaserBand 41 Hair Growth Device & Acceler8 Boost	December 16, 2019	Jennifer L. Walter	2	Completed	December 18, 2019	Beauty
	12/31/2019	12/23/2019	H220517	12.31.19 H220517 La-Z-Boy Maverick Choice of Manual or Power XR+ Oversized Recliner	December 23, 2019	Anne Fox	5	In Progress	December 23, 2019	Home & Garden
	12/30/2019	12/17/2019	A376494	12/30/19 A376494 BeautyBio R45 The Reversal 3-Phase Retinol Booster System	December 23, 2019	Jennifer L. Walter	3	Need Legal	December 18, 2019	Beauty
	12/29/2019	12/20/2019	F13709	12/29/19 F13709 FITNATION Recumbent and Upright Fly Exercise Bike w/ Echelon App	December 24, 2019	John M. Decker	4	Completed	December 24, 2019	Health & Fitness

Filter

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type **[Today]** or **[Me]** as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. [Learn about filtering items.](#)

- Show all items in this view
- Show items only when the following is true:

The same applies for Buyer Codes: just select **Buyer Group New** from the dropdown (see right), enter your Buyer Code, and press OK; then, follow the instructions on the previous slide to set up your notifications

Show the items when column

Buyer Group New

is equal to

014

And Or

When column

None

is equal to

Show More Columns...

- Tabular View
- Group By
- Totals
- Style
- Folders
- Item Limit

Delete OK Cancel

PeRC PeRC Internal

TSV Final Check

Search this site

Individual Posts

- Documents
 - Approved Creative Decks
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- Sites & Projects
 - Create a New Marketing Project
 - Request new Creative
 - Creative Requests
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**Thank you for your support as
we strive to give her the best
possible online experience!**

