

## We have important new information about the upcoming migration from *Stores* to the new *Gateway* platform!

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We know our merchants have been eager to learn more about the upcoming transition to *Goods Marketplace on Gateway*. Our timeline has changed a bit since you last heard from us, so we're following up with updated information regarding our migration process.

**No final decisions have been made regarding your migration status at this time. The details below will explain how to secure eligibility for your account.**

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### MIGRATION PROCESS

transitioning from the *Stores* platform

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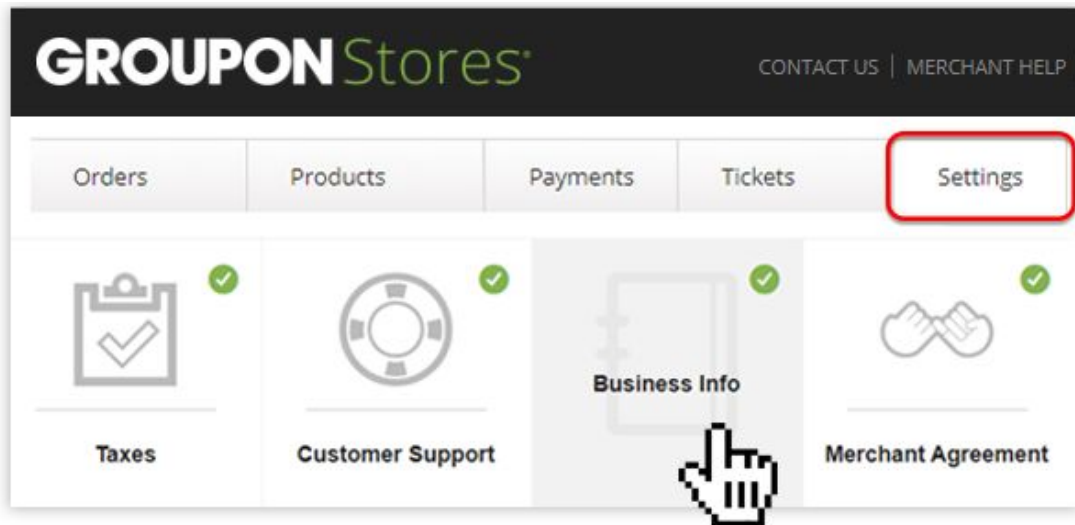


### **Stores will stop receiving new orders on December 14h.**

- At the end of day December 14th, 2018, all current Groupon *Stores* deals will become closed to new orders. We have timed this cut-off to occur after our eligible holiday promotions, to ensure your ability to maximize holiday sales.
- You will still be expected to monitor your existing orders. While we evaluate your account for migration eligibility, your focus as a merchant must be ensuring all orders are marked "Delivered" by December 24th.
- Check for tickets DAILY through the end of January, to ensure any customer issues are taken care of promptly.

## We will use your *Stores* profile to create a new *Gateway* account.

- If you are deemed eligible for migration, your new account will be created using the information listed under “Business Info” on your *Stores* profile. This information *cannot* be updated after December 14th, so make any necessary edits prior to this cut-off date.



Your *Gateway* account will be created using the information listed under “Business Info” in your *Stores* portal. Your last day to edit this information will be December 14th, 2018.

### To avoid complications with your migration, the following information *must* be accurately reflected in your *Stores* profile before December 14th:

- The phone number listed must be a direct contact to you, the merchant.
- The business address listed must be based out of the United States.
- The e-mail listed will later be used to contact you with next steps for migration.

## We will reach out to confirm your migration eligibility by January 18th.

- The *Goods Marketplace* team will continue to evaluate your performance through the remainder of December. By January 18th, we will e-mail you with a final decision regarding your eligibility for *Gateway* migration.
- The performance threshold for migration is an overall Merchant Scorecard score of 0.80 or higher. Merchants scoring below this threshold at the end of December will *not* be invited to migrate.



**Overall Merchant Score**  
to qualify for Gateway Migration

**0.80**  
(or higher)\*

\*measured on December 31st, additional performance variables may affect eligibility

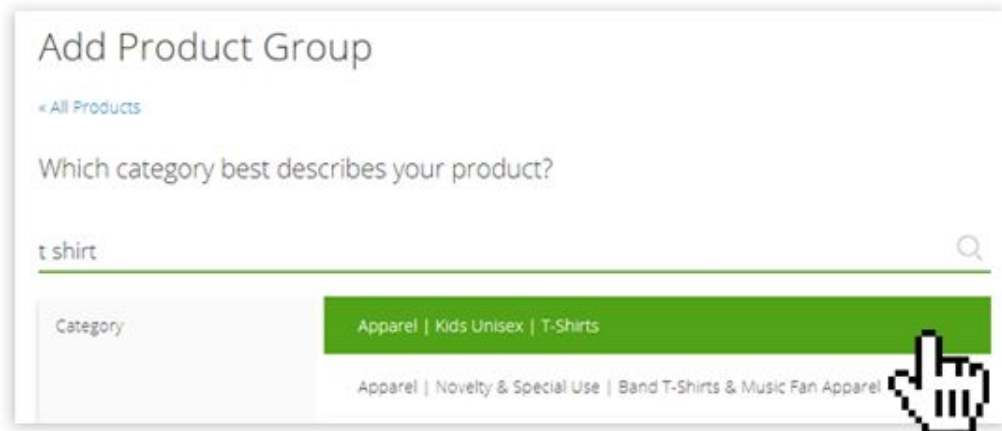
- Failure to properly deliver orders by December 24th, or issues resolving customer tickets may also disqualify merchants from migration.

## Merchants qualified for migration will receive login information for their new *Gateway* account in January.

- If you receive notification that you successfully qualified for migration, you will receive a second email in late January containing login information for your new *Gateway* account. Stay tuned for more details.
- Not all migrating merchants will receive their login details at the same time. On-boarding for new *Gateway* merchants will be staggered over the length of January to ensure a smooth transition. The better your scorecard performance in December, the faster you will be on-boarded.

## Your current deal catalog will not migrate to *Gateway*.

- As we start fresh on an exciting new platform, our system will not be able to transition your current *Stores* catalog over to your new *Gateway* account. However, you will be able to quickly create a new inventory using *Gateway's* powerful product creation tools.



*Gateway* has a host of powerful new product creation tools that will allow you to quickly build a new catalog following your account migration.

- If you have no offline records of your existing catalog, you may wish to download a CSV for your future reference. This must be done prior to December 14th.



Merchants may wish to download a CSV of their existing catalog prior to migration, for reference.

This must be done prior to Dec.16th, from the "Products" tab in *Stores*.

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We thank you for your patience throughout this migration process. We look forward to following up with you on January 18th to inform you of your final migration status.