

**KOHL'S**

# Fit Sample Policy & Apparel Sample Tags

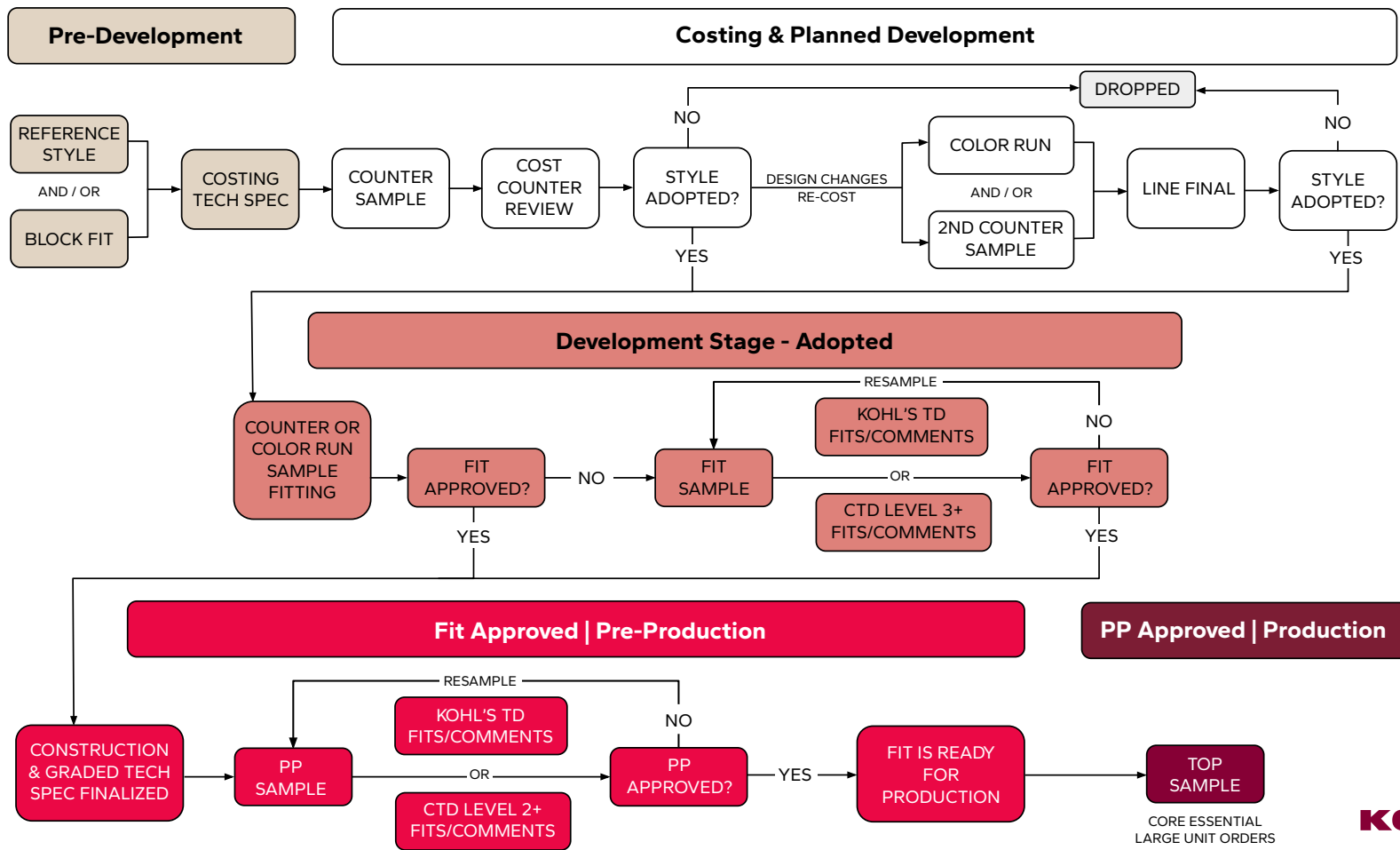
**KOHL'S TECHNICAL DESIGN** | August 2026

# AGENDA

|                                       |                                   |
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# Standard Fit Process Overview

# Standard Fit Process Overview



# Apparel Sample Types & Expectations

# Apparel Sample Types for Pre-Development

| OnePLM Development Stage | Sample Tag Color                                                                                                                                                                            | Send To                         | Sample Description                                                                                                                                            | Sample Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Template                 | <b>Block Fit</b>                                                                                                                                                                            | Kohl's TD                       | Sample requested for pattern shape development when historical approved styles are too stylized to be used as pattern reference for future style development. | <ul style="list-style-type: none"> <li>• Make sample in actual fabric quality</li> <li>• Set up block Template in OnePLM for CTD/KTD comment/communication/collaboration</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Costing                  | <b>Counter Sample or Color Run (white tag)</b><br><br>Add Green Dot sticker to measured sample tag<br><br> | Production Management (PM) Team | Sample made for design aesthetic, fit, construction, and costing review by Design and PM team following the <b>COSTING</b> stage Tech Pack in OnePLM.         | <ul style="list-style-type: none"> <li>• CTD or Trained Sample Room Technician should measure sample, initial/date tag – <b>mark w/ green dot for TD</b></li> <li>• All TEST style should be reviewed and measured by a CTD, initial/date tag</li> <li>• Design will comment on any design changes. Tech pack may be updated for styles with major changes.</li> <li>• Revised 2nd counter sample and/or color run will be requested for Design confirmation.</li> <li>• Vendor is responsible to make changes and note on next Sample Tag – <b>mark w/ green dot for TD</b></li> <li>• Kohl's TD will receive counter, color run, or revised counter sample at Adopted Style Handoff from the PM team to begin the fit process.</li> <li>• Excellent vendor Counter Sample execution = higher rate of adoption by Kohl's team.</li> </ul> |
|                          | <b>Ad Sample</b>                                                                                                                                                                            | PM Team Specialist              | Sample made for Kohl's Merchant Team internal use (advertising, meetings, ecom, etc).                                                                         | <ul style="list-style-type: none"> <li>• Sample should be as close to bulk production as possible.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# Apparel Sample Types for Development

| OnePLM Development Stage | Sample Tag Color    | Send To                           | Sample Description                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Sample Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|---------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development (Adopted)    | Fit Sample          | Kohl's TD or CTD Level 3+         | <p>A Fit Sample is requested after a style is adopted into the assortment and the following information is confirmed during the Adopted Style Handoff to KTD: Silhouette/Design Intent, Fabric/Wash, Costing, Vendor, PP Date, # of units, INDC.</p> <p>Sample made for fit and construction review following the <b>DEVELOPMENT</b> stage Tech Pack in OnePLM.</p> <p>Fit Sample reflects all Design &amp; TD comments made on the counter or color run sample.</p> | <ul style="list-style-type: none"> <li>A Fit Sample is made as soon as Kohl's TD has initiated the 1<sup>st</sup> fit sample request in OnePLM with instructions for next steps.</li> <li>The vendor should proceed with making the fit sample as soon as they receive the fit sample request from Kohl's TD. The vendor <b>should not</b> wait for final Purchase Order before proceeding with requested fit samples.</li> <li><b>1st Fit Sample Turn Time expectation is 30 days or less</b></li> <li><b>2nd Fit Sample Turn Time expectation is 14 days or less</b></li> <li>A Fit Sample may be evaluated for fit &amp; construction, and fit status determined by KTD or CTD Level 3+ if Kohl's TD has given ownership to CTD.</li> <li>If sending to Kohl's for fitting, the sample must arrive at least 1 day before live model fit day. Verify fit schedule with Kohl's TD.</li> <li>Not every fabric variation or suffix is required to go through the fit process on every style. KTD will decide based on their knowledge of the historical fabric information or fabric testing information provided by CTD.</li> </ul> |
|                          | Pre-Production (PP) | Kohl's TD or CTD Level 2+         | <p>A PP Sample is requested after a style is Fit Approved in OnePLM.</p> <p>Sample will be referenced by factory/inspection QA during the production process.</p>                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Every Fit Approved style in OnePLM should have a corresponding PP sample made at the factory. <b>Only one PP per Fit Evaluation.</b></li> <li>A PP Sample is to be made in the factory that will be sewing bulk production.</li> <li>A PP Sample should be reviewed by CTD or Kohl's TD for final confirmation of fit, construction, COP, bulk fabric/trims and machinery/execution.</li> <li>A PP Sample may be evaluated and fit status determined by CTD Level 2+ if Kohl's TD has given ownership to CTD.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                          | TOP                 | Kohl's TD<br>By request in OnePLM | <p>A TOP is requested for large order quantities which will be determined by brand.</p>                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>A TOP Sample should be taken from actual production in the factory producing the order.</li> <li>The TOP Sample should follow approved PP Tech Spec.</li> <li>Kohl's TD to request on Large orders 100K to 300K+</li> <li>TOP documentation is NOT required in OnePLM before sending sample.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

# Physical Fit & Pre-Production Apparel Sample Expectations

## Sample Quantities

Multiple samples are required per fit/PP round:

- 1 for Vendor team reference
- 1 for Kohl's TD review (measured by CTD & entered in OnePLM)
- 1 for Agent (if involved)
- PP Stage: 1 at factory, 1 at vendor dev office, & 1 sent to Kohl's TD for reference

## Internally Not Approved by CTD

- Samples can be internally not approved by the CTD before sending to Kohl's TD.
- Log the sample measurements, photos, and supporting comments in OnePLM Fit Evaluation.
- Notify Kohl's TD of sample internally not approved.
- Set the fit sample status as 'Not Approved' and initiate the next sample round in OnePLM.
- \*\*If a sample has major POMs out of tolerance but has an acceptable appearance on the dress form, reach out to Kohl's TD to see if they want to review for fit

## Material & Quality

Use **actual quality** fabric/yarns & trims in mid-tone colors.

- **Fit Samples:** Available color can be substituted
- **PP Samples:** MUST be actual production fabric/trim
- **Functional Trims:** Interlining, elastic, zippers – must be actual quality
- Avoid black/white unless specified
- **Denim:** Submit in medium wash unless specified. Other washes may be requested to ensure fit consistency.
- **Fabric Sample Yardage Not Available:** reach out to Kohl's TD to see if a similar fabric can be substituted OR review requested pattern corrections with Kohl's TD using before & after pattern screenshots or 3D images before making fit sample.

## Sample Expectations

- Measured by CTD, photographed, and evaluated on **Kohl's Alvanon Dress form**.
- Logged in OnePLM **Fit Evaluation** using the **Fit Comment Template**.
- Include electronic pattern file following Kohl's **Apparel Pattern Application** guidelines, uploaded to OnePLM.
- **PP Deadline:** Must be accurate. Based on planned cut date, bulk fabric & trim arrival, and time needed to prepare for production.

## Production Intent

- Samples must represent future production with the approved garment or fabric wash & finishing techniques applied (if applicable).
- Construct samples using available factory equipment. Do not send samples that cannot be duplicated in production.

# Apparel Sample Tag Examples

# Apparel Counter Sample Tag Example

**KOHL'S**

Date: NOV/30/2025 Season/Year: FALL'26

Development Season: FALL'26

Sample #: COUNTER SAMPLE

Attention: PRODUCTION MANAGER

☒ Counter Sample ☐ Tailoring Sample

☐ Mock up/Reference ☐ R&D Sample

☐ Advertising Sample ☐ Color Run Sample

☐ Fit Sample: ☐ PP Sample

☐ 1st ☒ 2nd ☐ 3rd ☐ PR (Production Reference) ☐ T.O.P

Style #: GL6FP809 Brand: LITTLE CO.

Description: RUFFLE CREW & SKIRT SET

Size: 3T Color: AVAILABLE COLOR

Fiber Content/Fabric: MILL REF: | MID: K 100 ORG COTTON FRENCH TERRY

Fabric Mill & #: GM

Fabric Wash: NON WASH Y ☐ N ☒

Fabric Weight b: GM 230 GSM

Fabric Weight after Wash: (If applicable)

Target Weight:

Units: <5k [ ] 5k-150k [ ] 150k+300K [ ] 300k+ [ ]

Cost: \$FC \$ELC

Pattern/Plaid Match Code:

Vendor: VENDOR NAME

I & A

Approve Color lab dips Due Date:

Approve Bulk Fabric Due Date:

Fit Approval Date:

Cut Date:

Production Reference Appvl:

X-Factory Date:

Country Of Production:

Factory Name:

Product Features:

Remarks/Additional Information:

CALL OUT:

**COUNTER SAMPLE**

1. Fill in **ALL sample information in OnePLM** for the correct style # & season. Fill in vendor, fabric/yarn details, wash method, and any special callouts for costing options. [[Reference](#): Samples > Samples: How to, FAQs & Troubleshooting]
2. For any style set up in OnePLM, print counter sample or color run sample tags from **OnePLM sample tag report** after making sure ALL sample fields are filled in. [[Reference](#): Printing > Printing Sample Tag Report]
  - Only use the **Sample Tag - All Apparel Categories** sample tag if no style information exists in OnePLM. [[Reference](#): Policies and Procedures > Sample Tag - All Apparel Categories]
3. Measure only 1 counter sample or color run sample against POM spec.
4. Write sample measurements on **printed POM page** from OnePLM and staple measurement page to the back of the sample tag. Write CTD name that measured the sample on the back of the sample tag as well. [[Reference](#): Printing > Printing POM Page]
5. Mark measured sample tag with **green** dot or sticker to indicate the sample was verified against the POM specs. This sample will be passed to Kohl's Technical Design for fitting when the style is adopted.
6. Attach fittable counter sample tag with swift tack on wearer's left side. Tops/Dresses: at left underarm; Bottoms: left waistband/side seam

# Apparel Fit Sample Tag Example

|                                                                                                                                                                                                                                                              |  |                      |  |            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--|------------|--|
| KOHL'S                                                                                                                                                                                                                                                       |  | DG6FY001             |  | FIT SAMPLE |  |
| Date Shipped : 02/09/2026                                                                                                                                                                                                                                    |  | Fiscal Season : FA26 |  |            |  |
| Sample # :                                                                                                                                                                                                                                                   |  | Sample Request # :   |  | 1151421    |  |
| Attention : KTD NAME                                                                                                                                                                                                                                         |  |                      |  |            |  |
| Round # :                                                                                                                                                                                                                                                    |  |                      |  |            |  |
| <input type="checkbox"/> Counter Sample <input type="checkbox"/> Mockup Reference <input type="checkbox"/> R & D Sample <input type="checkbox"/> Advertising Sample <input type="checkbox"/> Color Run Sample <input checked="" type="checkbox"/> Fit Sample |  |                      |  |            |  |
| <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> PP (Production Reference) <input type="checkbox"/> T.O.P                                                        |  |                      |  |            |  |
| Other :                                                                                                                                                                                                                                                      |  |                      |  |            |  |
| Brand : SO.                                                                                                                                                                                                                                                  |  |                      |  |            |  |
| Item Description : FIVE POCKET DENIM SKORT                                                                                                                                                                                                                   |  |                      |  |            |  |
| Customer : GIRLS 7-16                                                                                                                                                                                                                                        |  |                      |  |            |  |
| Color : DP1762                                                                                                                                                                                                                                               |  |                      |  |            |  |
| Material ID/Supplier :                                                                                                                                                                                                                                       |  |                      |  |            |  |
| Ref # :                                                                                                                                                                                                                                                      |  |                      |  |            |  |
| Material Content/Construction :                                                                                                                                                                                                                              |  |                      |  |            |  |
| 0 100 COTTON 31 DENIM 25430 CND<br>0 100 COTTON 31 DENIM 9.50 02/102                                                                                                                                                                                         |  |                      |  |            |  |
| Mill Name :                                                                                                                                                                                                                                                  |  |                      |  |            |  |
| Wash : YES                                                                                                                                                                                                                                                   |  |                      |  |            |  |
| Ends (Swtr only) :                                                                                                                                                                                                                                           |  |                      |  |            |  |
| Gauge (Swtr only) :                                                                                                                                                                                                                                          |  |                      |  |            |  |
| Target Weight :                                                                                                                                                                                                                                              |  |                      |  |            |  |
| Vendor : Factory :                                                                                                                                                                                                                                           |  |                      |  |            |  |
| COP :                                                                                                                                                                                                                                                        |  |                      |  |            |  |
| First Cost :                                                                                                                                                                                                                                                 |  |                      |  |            |  |
| Carry Over : SELC :<br>No Changes Material Change Factory Change Other :                                                                                                                                                                                     |  |                      |  |            |  |
| T&A                                                                                                                                                                                                                                                          |  |                      |  |            |  |
| PP Deadline : 03/03/2026                                                                                                                                                                                                                                     |  |                      |  |            |  |
| X-Factory Date : 04/26/2026                                                                                                                                                                                                                                  |  |                      |  |            |  |
| Units : 0-500 [ ] 500-3k [ ] 3k-150k [ ] 150k-300k [ ] 300k+ [ ]                                                                                                                                                                                             |  |                      |  |            |  |
| Comments/Stamp approval :                                                                                                                                                                                                                                    |  |                      |  |            |  |
| REC 2/11/26                                                                                                                                                                                                                                                  |  |                      |  |            |  |

|                                                                                                                                                                                   |                                        |                                                                           |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------|-----------|
| POM Page                                                                                                                                                                          |                                        | DENIM 100 CTTN                                                            |           |
| POM Code                                                                                                                                                                          | POM                                    | Spec                                                                      | Sample    |
| A000-2MT                                                                                                                                                                          | RV: SKIRT LENGTH CF TOP EDGE-THIGH     | 12.15                                                                     | 12.88     |
| A000-2MT                                                                                                                                                                          | RV: SKIRT LENGTH CB TOP EDGE-THIGH     | 12                                                                        | 12.88     |
| A000-MR                                                                                                                                                                           | WAIST @TOP EDGE RLXD 1/2 MEAS MID RISE | 12.34                                                                     | 12.84     |
| A100H                                                                                                                                                                             | MINIMUM WAIST STRETCH 1/2 MEAS         | 16.34                                                                     | 16.34     |
| A112H                                                                                                                                                                             | LOW HIP # FM TOP EDGE-1/2 MEAS         | 17                                                                        | 17.08     |
| A200H                                                                                                                                                                             | SWEEP RLXD-HEM-1/2 MEAS                | 18.12                                                                     | 18.58     |
| A400                                                                                                                                                                              | FWT RISE TO WB SEAM                    | 7.10                                                                      | 7.02      |
| A400                                                                                                                                                                              | BK RISE TO WB SEAM                     | 11.14                                                                     | 11.14     |
| A112H                                                                                                                                                                             | LOW HIP # FM TOP EDGE-1/2 MEAS         | 16.14                                                                     | 16        |
| A038H-8TH                                                                                                                                                                         | LEG OPENING RLXD-SHORT/THIGH 1/2 MEAS  | 9.14                                                                      | 9.08      |
| A000-TTH                                                                                                                                                                          | RISERAM-SHORT/ THIGH                   | 2.102                                                                     | 2.08      |
| Measured By :                                                                                                                                                                     |                                        | 02/09/2026                                                                |           |
| Measured Date :                                                                                                                                                                   |                                        |                                                                           |           |
| Material Quality :                                                                                                                                                                |                                        | Actual                                                                    | Available |
| Material Color :                                                                                                                                                                  |                                        | [X]                                                                       | [X]       |
| Trim Quality :                                                                                                                                                                    |                                        | [X]                                                                       | [X]       |
| Trim Color :                                                                                                                                                                      |                                        | [X]                                                                       | [X]       |
| Measured in Trademarks :                                                                                                                                                          |                                        | [X]                                                                       | [X]       |
| Garment Wash (Handful/Wash-Swtr) :                                                                                                                                                |                                        | [X]                                                                       | [X]       |
| Sender Name :                                                                                                                                                                     |                                        |                                                                           |           |
| Sender Office :                                                                                                                                                                   |                                        |                                                                           |           |
| Sender Phone :                                                                                                                                                                    |                                        |                                                                           |           |
| Sender Email :                                                                                                                                                                    |                                        |                                                                           |           |
| Sample Wash Info                                                                                                                                                                  |                                        |                                                                           |           |
| Fabric Wash :                                                                                                                                                                     | [Y]                                    | [X]                                                                       | [X]       |
| Garment Wash :                                                                                                                                                                    | [Y]                                    | [X]                                                                       | [X]       |
| If YES what type of Garment Wash :                                                                                                                                                |                                        |                                                                           |           |
| Non - Wash :                                                                                                                                                                      | [Y]                                    | [X]                                                                       | [X]       |
| Kohl's Corporate Office                                                                                                                                                           |                                        | New York Office                                                           |           |
| N56 WY17000 Ridgewood Dr.<br>Manhasset Neck, NY 11041<br>(212) 793-7000                                                                                                           |                                        | 1400 Broadway 19th and 20th Floor<br>New York, NY 10018<br>(212) 322-5145 |           |
| <small>*Please back the sample tag to garment at CB neck to exclude for item and wearers left column in waistband for bottom for Counter Sample. 10 samples in 100% 100%.</small> |                                        |                                                                           |           |
| REVIEWED BY CTD NAME                                                                                                                                                              |                                        |                                                                           |           |
| Date/Time: 02/09/2026 12:28 AM                                                                                                                                                    |                                        |                                                                           |           |

1. Enter **ALL** sample information in the **Fit Evaluation required fields** to populate the sample tag. [[Reference](#): Fit Eval > Required Fields]
2. **Print sample tag** from OnePLM. [[Reference](#): Printing > Printing Sample Tag Report]
3. Verify **ALL** required information is filled out on the sample tag after printing out.
4. **Fill in any missing information** such as TD name, or size/fabric suffix letter after the style # on the sample tag after printing out.
5. Hand write or stamp **REVIEWED BY (CTD NAME)** or **APPROVED BY (CTD NAME)** on the back of the sample tag.
  - Review or approval authority will be communicated by Kohl's TD in the previous sample fit comments.
6. Attach fit sample tag with swift tack on wearer's left side. Tops/Dresses: at left underarm; Bottoms: left waistband/side seam

# Apparel PP Sample Tag Example

**KOHL'S DG6UJ001 PRE-PRODUCTION SAMPLE**

Date Shipped: Fiscal Season: SP26  
Sample #: Sample Request #: 1136010

Attention: CTD NAME

Round #:

[ ] Counter Sample [ ] R & D Sample  
[ ] Mockup Reference [ ] Color Run Sample  
[ ] Advertising Sample [ ]  
[ ] Fit Sample [1st [2nd [3rd [V]PP (Production Reference) [ ] T.O.P

Other:

Brand: SO.  
Item Description: PULL-ON SEAMED SHORT  
Customer: GIRLS 7-16 Size: 12  
Color: PINK DYE STRP  
Material ID/Supplier Ref #:

Material Content/Construction:  
K 6040 COTTON/POLYESTER BLUE-JERSEY 230.00 GM2  
Mill Name: SEVANG  
Wash: TIE DYE  
Ends(Swtr only): Gauge(Swtr only):  
Target Weight: 230 GM2 Sample VM: 2d1 0M2  
Vendor:  
Factory:  
COP:  
First Cost: SELC:  
CarryOver:  
No Changes Material Change Factory Change Other:

T&A  
12/31/2025

PP Deadline:  
X-Factory Date:  
Units: 0-500 [ ] 500-3k [ ] 3k-150k [ ] 150k-300k [ ] 300k+ [ ]

Comments/Stamp approval:

**POM Page SLUB JRSY.TIE DYE.60/40 CTTN/POLY**

| POM Code   | POM                                    | Spec   | Sample | Over/Under |
|------------|----------------------------------------|--------|--------|------------|
| A003       | WAIST POSITION ON FORM/CF              | 2 1/8  | 2 1/8  | 0          |
| A004       | WAIST POSITION ON FORM/CF              | 1      | 1      | 0          |
| A004H-MR   | WAIST @TOP EDGE RLXD 1/2 MEAS MID RISE | 12     | 11 7/8 | -1/8       |
| A004H-MR   | WAIST @TOP EDGE EXTD 1/2 MEAS MID RISE | 16 3/4 | 16 3/4 | 0          |
| A005M      | FRT RISE TO TOP EDGE - MID RISE        | 5 3/4  | 5      | -3/4       |
| A005M      | BN RISE TO TOP EDGE - MID RISE         | 12 3/4 | 13     | 1/4        |
| A012H      | LOW HIP #F RM TOP EDGE 1/2 MEAS        | 16     | 17 7/8 | +1/8       |
| A038H-01TH | LEG OPENING RLXD-SHORT/THIGH 1/2 MEAS  | 11 1/2 | 11 3/4 | 1/4        |
| A000-1TH   | INSEAM-SHORT/THIGH                     | 2 3/4  | 2 3/4  | 0          |

Measured By: EKA DEN FITMAN  
Measured Date: 01/01/2026

|                                | Actual | Available |
|--------------------------------|--------|-----------|
| Material Quality:              | [X]    | [ ]       |
| Material Color:                | [ ]    | [ ]       |
| Trim Quality:                  | [X]    | [ ]       |
| Trim Color:                    | [ ]    | [ ]       |
| Measured in Tradestone:        | Y [ ]  | N [ ]     |
| Garment Wash (Hand/Wash-Swtr): | Y [ ]  | N [ ]     |

Sender Name:  
Sender Office:  
Sender Phone:  
Sender Email:

**Sample Wash Info**

|               |       |       |
|---------------|-------|-------|
| Fabric Wash:  | Y [ ] | N [ ] |
| Garment Wash: | Y [ ] | N [ ] |

If YES what type of Garment Wash:

|             |       |       |
|-------------|-------|-------|
| Non - Wash: | Y [ ] | N [ ] |
|-------------|-------|-------|

**Kohl's Corporate Office**  
N56 W17000 Ridgewood Dr.  
Menomonee Falls, WI 53051  
(262) 763-7000

**New York Office**  
1400 Broadway 19th and 20th Floor  
New York, NY 10018  
(212) 303-9145

Please tack the sample tag to garment at CO need to submit for size and wear/fit analysis  
standards for bottoms for Counter Sample. (Approved) WILL edit

**REVIEWED BY**  
CTD NAME

Date/Time: 01/01/2026 06:32 PM

- Enter **ALL** sample information in the **Fit Evaluation required fields** to populate the sample tag. [\[Reference: Fit Eval > Required Fields\]](#)
- Print sample tag** from OnePLM. [\[Reference: Printing > Printing Sample Tag Report\]](#)
- Verify **ALL** required information is filled out on the sample tag after printing out.
- Fill in any missing information** such as TD name, or size/fabric suffix letter after the style # on the sample tag after printing out.
- Hand write or stamp **REVIEWED BY (CTD NAME)** or **APPROVED BY (CTD NAME)** on the back of the sample tag.
  - Review or approval authority will be communicated by Kohl's TD in the previous sample fit comments.*
- Attach PP sample tag with swift tack on wearer's left side. Tops/Dresses: at left underarm; Bottoms: left waistband/side seam

# Apparel Sample Dispatch Communication

# Apparel Sample Dispatch Communication

CTDs must notify KTDs when samples are dispatched to ensure timely booking of live models for fittings.

Communicate sample dispatch details using **Email** or **PLM Discussion Threads**



## Subject Line Format:

*Style #, Fit round, Season + has been shipped*



## Communication Body:

*Include carrier and AWB#*

**Subject:** WT13A177P / 1st Fit / SP25 has been shipped

*Email Example*

Hi Ashley,

1st fit of FA21-WT13A177P is sent to you today (1/08) via DHL#2019 721 911 and I have uploaded comments/measurements/photo image and CPA page into one PLM, please kindly advise your comments upon receipt. Thank you and have a great weekend!

Best Regards,  
Eilly

**tradeengines@kohls.com**

to Jerilyn.Booth ▾

*PLM Discussion Threads Example*

Following comment has been posted by MICKIE for Style ID: WT12A001.

Category: FIT EVAL

Subject: WT12A001RS / 1st Fit / SP25 has been shipped

Hi Jerilyn,  
WT12A001RS-XXL-F1 has been shipped via FedEx#8148-2965-9030. Thanks! Mickie

# Apparel Sample Dispatch Shipping

**Packages must be addressed properly in order to be received by KTD in a timely manner.**

**Fastest Method: Individually mail directly to the KTD**

**Combined Shipment** (if time allows) for **Milwaukee office only**: Multiple samples can be combined in a single shipment **if the below conditions are met**:

- ☐ Each sample is individually bagged in a clear polybag
- ☐ Each poly bag contains a large paper label listing:
  - ☐ Kohl's Recipient Name
  - ☐ Department/Brand
  - ☐ Sample Type/Style Number
- ☐ Shipping Box is addressed to:

| MILWAUKEE                                                                                                                                                                | NEW YORK                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Kohl's Corporate Office<br><b>Attn: KOHL'S TD/MULTIPLE RECIPIENTS</b><br>N56 W17000 Ridgewood Dr<br><b>NORTH*</b> OR <b>SOUTH*</b> DOCK<br>Menomonee Falls, WI 53051 USA | Kohl's Corporate Office<br><b>Attn: KOHL'S TD</b><br>1400 Broadway, 19th Floor<br>New York, NY 10018 USA |



\*Use **North Dock** for Men's, Children's

\*Use **South Dock** for Women's, Junior's, Active

# Thank You

**KOHL'S**

Technical Design Training & Standards Team

PD-TD\_Training@kohls.com