

KOHL'S

FOOTWEAR SAMPLE DEFINITIONS

This document contains information regarding sample guidelines and sample types for each Kohl's department that requires samples

<u>Standard Sample Requirements</u>	3
<u>Pre-Classification Process Requirements</u>	4
<u>Production Team Required Samples</u>	6
<u>Other Required Samples</u>	9

Standard Sample Requirements

All Samples must be:

- Marked with sample type (see above list) and the factory name (Business License name submitted to KOHL'S Compliance Department).
- Representative of the style that will be retailed to our customers.
- If footwear is being packaged, imported, and retailed with another item (e.g. handbag, key chain, wand, luggage tag, etc.), samples of all imported items are required. All imported items packaged together must meet U.S. Customs 'country of origin' marking requirements.

Private & Exclusive Brand Samples must also have the following:

- Each piece of footwear (both shoes in a pair) needs to be clearly identified with KOHL'S sample tag (see attachment for format). The sample tag should be attached to the bottom of the outsole with either adhesive/staples or hanging in a protective plastic sheet depending on the style. The vendor is responsible for the printing/sourcing of the KOHL'S sample tags.
- All shoe samples must come boxed or in a polybag depending on the packaging requirements and have KOHL'S sample tag (see attachment for format) adhered on the end panel of the shoebox that clearly identifies the samples inside. The vendor is responsible for the printing/sourcing of the KOHL'S sample labels for shoeboxes.

Sample Mutilation & Marking:

- Do not place KOHL'S sample tag/label over the mutilation hole on the outsole.
- Proto samples, confirmation samples, ad samples, production wear test samples, & top of production (TOP) samples cannot be mutilated or cannot be marked as "Sample-Not For Resale".

Pre-Classification Process Requirements

As a reminder, the following images of the style need to be uploaded on the Attachments page:

- 3/4 Front
- 3/4 Back
- Outsole
- Any logos
- Any hardware or specialty details
- Side, clear, close up with foot in shoe
- Line of demarcation, foxing or foxing like band
- Commercial label, close up and readable

1. Upload Import Compliance Information

- Ensure photos have all the necessary views and quality for Import Compliance
- [Classification Worksheet for Imported Footwear](#): Kohl's HTS classification documentation will need to be uploaded to OnePLM. If this document is uploaded, a Classification sample will not need to be sent to Kohl's.
- Lab Test where applicable.
- Agents/vendors are responsible for monitoring that the classification information is uploaded to OnePLM **at least 15 weeks prior to the first ex-factory date**. Importer Security Filing (ISF) regulation or "10+2" rule requires "importer of record", such as Kohl's, to provide US Customs with our classification (HTS number) prior to the imported goods being loaded on a vessel at a foreign port. Late and/or inaccurate Classification Worksheets could delay Kohl's classification process. This could result in a "Do Not Load (DNL) on vessel" message at the foreign port issued by US Customs and Border Protection

2. Classification Worksheet for Imported Footwear The Classification worksheet for Imported Footwear is located on [K-Link](#) under the resources tab for Global Trade Compliance. Follow the path to Customs Compliance then to Classification Worksheets. Instructions on "How to Complete the Classification worksheet for Imported Footwear" are also within the same location.

- The complete Kohl's style name must be listed on the Classification Worksheet for Imported Footwear.
- Spelling of the style name on this Classification Worksheet must be accurate and exactly match the EDI Kohl's purchase order style name and the style name on the bank's Letter of Credit or any other Kohl's document information.

- Any laboratory reports or binding rulings obtained by the agent/vendor for a particular style/sample should be submitted to Kohl's along with the Final Classification worksheet for Footwear in OnePLM.
- In completing the Final Classification worksheet for Footwear, please note that Question #5 "Percentage of external surface area of the upper (ESAU)" must be accurately completed.

Accessories and reinforcements must be included, with the exception of those listed below, especially for rubber/plastic uppers as required by US Customs. The following accessories and/or reinforcements should not be included when determining the percentage of the ESAU: o tongue o shoelaces which don't cover the foot by themselves o hook & loop (Velcro) straps which are substitutes for shoelaces o sock lining o exposed functional stitching (if stitching is removed, pieces would easily come apart) o US Customs views exposed 'dual purpose' stitching (as much decorative as functional) and exposed 'reinforcing' stitching (to provide strength) as items that need to be "added back" into determining the overall external surface area of the upper (ESAU). • If the upper is of leather and/or textile, the specific type of animal leather and/or textile must be indicated to assist Kohl's in accurately classifying (HTS# and duty rate). • 'Protective footwear' includes such features as metal toecaps; steel shanks; or protects against water, oil, grease, chemicals, or cold weather. o Footwear does not have to be "waterproof" to be considered "protective in nature". • If outer sole is layered, flocked, embedded with textile, the specific type of textile must be indicated in Question #6 and Section D "complete only if outer sole has a textile layer" must also be completed.

3. Important Notes • Kohl's Import Compliance Department reviews final, approved Classification information as quickly as possible upon receipt. Lab tests and/or US Customs rulings, which require 30-40 days to accomplish, will be obtained as needed by Kohl's. Kohl's requests for additional lab tests and/or US Customs rulings must be accomplished prior to any product actually shipping from a foreign port. Timely receipt of the final Classification information by Kohl's is critical. • Any changes made to the style name and/or style information in OnePLM (i.e. first cost change, style number, country of origin, etc.) after the style has been confirmed and Kohl's Import Compliance Dept. has completed their classification process must be communicated by email to Kohl's Import Compliance Dept. They will need to re-review the imported product for any potential impact/changes to the classification (HTS#) and duty rate. Failure to comply with any of these classification requirements may result in delays at the foreign port or destination port of entry and possible charge backs and/or penalties.

Production Team Required Samples

*****Connect with the Production Team on any questions regarding sample request quantities, sizes, colorways, shipping addresses etc*****

1. Proto and/or Branded Inspiration Samples

- Initial samples that represent the vendor's interpretation of the direction provided by the Production Team and/or current trends in the market place
- When an existing vendor-branded style is adopted, expectation is style will be made for Kohl's Private Label using a 'duplicated/identical' last and base pattern. Materials and components should be comparable in characteristics, i.e. insole foam density, outsole flexibility, upper thickness and flexibility, etc
- Proto samples do not necessarily represent final production materials, but should be close to provide as accurate of representation as possible
- Both the vendor and KOHL'S will retain one half pair of the adopted proto sample, generally in the following base sizes:
 - 6 Women's, 9 Men's, 7 Toddler's, 13 Kid's

2. Development Samples

- Sample stage between proto and confirmation, where design and construction details are iterated until finalized/signed-off by Production Manager
- Both the vendor and KOHL'S will retain one half pair of the finalized development sample
- The finalized development sample is not a fit sample. However, it can be fit in order to get an early read on fit
- The finalized development sample should be made from sample yardage from raw production material of what will be produced. If not, any differences need to be communicated to the Production Management team
- Confirmation sample should NOT be sent until Production Manager signs off on Development sample

3. Confirmation Samples

- Sample stage after development, where design, construction, fit, and aesthetic details are reflective of the final product and an exact match to production
- Confirmation samples must be approved and finalized **12 weeks prior to the first ex-factory date** for all new styles, in all colorways, and for carry-over styles in new colorways

- Carry-over styles in continuing colors require confirmation and inspection once per year. Inspection will be required at the discretion of the Production Team.
- Confirmation samples in base size should be sent to the Production office:

Kohl's Dept. Stores – Corporate Offices
 South Dock – Attn: (Production Manager)
 N56 W17000 Ridgewood Dr.
 Menomonee Falls, WI 53051

- Confirmation samples will be reviewed within 48 hours of receipt unless otherwise noted by the Production team
- Confirmation checklists and any additional comments will be uploaded in OnePLM with the status as either 'Approved', 'Approved w/ Changes', or 'Rejected'.
- All samples must use the appropriate trademarked logos
 - Requests to deviate from the existing logo artwork must be sent to Kohl's Marketing team's Product Development Manager for approval
- All shoes must be marked with appropriate commercial markings
 - Acceptable markings include sewn-in labels and permanent stamping onto the shoe or printed on a clear label permanently adhered to the arch area of outsole. Tags/labels are not acceptable.

4. Top of Production Samples (TOP)

- **Only required if specifically requested by the Production Team**
- Sample stage during the top of production, pulled from the actual production line of the initial purchase order and should match the approved confirmation sample
- TOP samples are not made in the sample room and are not pre-production samples
- If Production Team requests TOP samples, samples are submitted at least 2 weeks prior to the first ex-factory date:
 - PAIR of footwear in the base size of style(s) and color(s) as directed by the Production Team
 - Pair is pulled from the first production completed and packed to fill the initial purchase order(s) made on the production line of the factory approved for the manufacturing of the style(s)
- All packaging and labeling (product, shoebox, & carton) must comply with Kohl's specifications. If production is moved to a different approved/compliant factory, a "top of production" PAIR in the base size, per style and per color, must be sent from the second factory as well.

- Only if problems are found in the “top of production” samples will communication be sent by the Production team to the vendor/factory at once. In the event that the problems are noted, production should be stopped and not commence until the necessary corrections are made and approved by the Production team. Any completed production **must be held until there is a resolution, an audit is completed on the affected PO's, and an audit summary is emailed to Kohl's confirming that the problem has been corrected.** The Production team may request a corrective action/preventative action plan (CAPA) from the vendor/factory, which should be completed and sent to the Production Manager in a timely manner.

5. Kohl's Product Champion Samples (KPC)

- Samples specifically requested for early customer testing and legitimate review writing, at least 8-10 weeks prior to product live date
- Kohl's Production and Merchant teams partner with the Kohl's Voice-of-Customer (VOC) team on KPC timing, logistics, style selections, and sizing - however general requirement is 15 samples per selected Web ID/style

Other Required Samples

Merchant: Advertising, PR, Marketing, E-Commerce

- Samples needed for advertising, promotional and marketing content, e-commerce photos etc
- **Partner with the Production team on sample request needs (sizes, colors, etc)**
- **Requested samples must be submitted 90 days prior to the first X-Factory Date**
- All samples must be clearly marked as per the [Standard Sample Requirements section](#)
- Advertising samples must be free of any vendor identification marks/stickers on the bottom of the sample
- If additional samples are needed for E-commerce, the Buying office will notify the vendor. These samples should be clearly marked “e-commerce” and sent directly to the appropriate buying office
- Ecommerce samples should be the smallest size ordered for each gender, boxed individually, and include a list of 3-5 of the top selling points for the consumer.
- Test styles do not need to be sent to Photo Studio or Marketing
- Additional sample requests may occur throughout a season to meet various advertising needs