Packaging and Shipping Requirements

This document details Kohl's packaging requirements for shipping to
Kohl's Retail Distribution Centers (DC) and E-Commerce Fulfillment Centers (EFC).

Private Label Brand Vendors should reference the *Packaging Variable Guide* and
On-Garment Packaging Guide publications on K-Link at location:
Resources => Private and Exclusive Brands => Labels and Packaging

Contents

Purchase Order (PO) Changes 3
Carton Weight and Dimension Requirements 3
Heavy Carton/Team Lift Requirements 3
General Carton Requirements 3
Hardline Drop Test 4
Pack Type Definitions 5
Shipping and Receiving Documents 6
GS1-128 Label Specifications 6
Kohl's GS1-128 Label Examples 9
Retail DC (Store) GS1-128 Label Placement Requirements 10
E-Commerce GS1-128 Label Placement Requirements 11
General Polybag/Carton Liner Requirements 12
Retail DC (Store) Polybag Requirements 12
E-Commerce Polybag Requirements 12
Ticketing 13
Size Strip Requirements: Folded Programs 16
Sewn-in UPC Labels 16
RFID 17
Multiple Unit Set Requirements 20
Expiration Dates/Shelf Life 20
Appendix A: Ticket Placement/Packaging for specific product categories 22
Appendix B: E-Commerce Packaging Guide 27
Appendix C: Shoe/Shoe Box Requirements 28
Appendix D: Towel Folding Requirements 30
Appendix E: Apparel Folding Requirements 32
Appendix F: Hosiery/Cold Weather Accessory Folding Requirements 35
Appendix G: Hanging Merchandise Presentation 37
Appendix H: Home Goods Ticketing and Packaging Examples 37
Appendix I: Label Information for Fine Jewelry 39
Appendix J: Hanger Requirements 41
Appendix K: Crown Sizer Requirements 47
Appendix L: Gaylords 47
Appendix M: Masterpacking (DC Order Consolidation) (only if approved) 48

Purchase Order (PO) Changes

- Any PO changes discussed with Kohl's via email must be confirmed with an updated EDI transmission of the PO
- Changes confirmed via email are not valid until the PO update is made and transmitted via EDI to the vendor
- Email documentation may not be utilized for dispute purposes

Carton Weight and Dimension Requirements

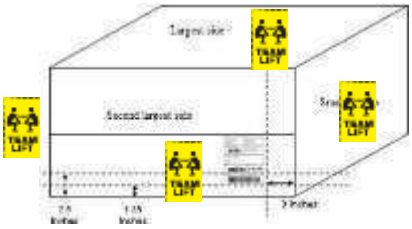
With the exception of Ship Ready/single-unit cartons, all cartons are required to be within the following parameters:

Carton Dimensions	Carton Weight
Maximum: 36” Long x 26” Wide x 26” High 91 cm Long x 66 cm Wide x 66 cm High **Minimum:** 10” Long x 9” Wide x 3” High 26 cm Long x 23 cm Wide x 8 cm High	**Maximum:** 50 lbs **Minimum**: 3 lbs

Heavy Carton/Team Lift Requirements

All cartons (including single selling units) greater than **35lbs** must adhere to the following requirement:

- Cartons must have a yellow TEAM LIFT 4” x 6” label
- Team lift labels should be placed on all (4) sides of the carton including next to the GS1-128 label
- Team lift label does not need approval as long as it follows a similar format as pictured below



Ship Ready Carton (E-Commerce only)

- Definition: Any E-Commerce carton exceeding the maximum outbound carton dimensions (26” x 20” x 15”) in any or all directions and with one selling unit
- Requirement: Ship ready cartons are required to contain a UPC Gum label near the GS1-128 label or as part of Zone H in the GS1-128 Label format (see example)
    - Ship ready cartons must be packaged in a re-shipable carton that can withstand the rigors of transportation and outbound parcel.
- Ship Ready does not apply to apparel or cosmetic merchandise

General Carton Requirements

- Pack shipments to the same level of detail as the purchase order is written
- Any additional bar codes or print on cartons must be covered or disabled so they do not interfere with the scanning of the GS1-128 label or other DC processing activities
- Seal cartons with reinforced security tape that is moisture and temperature resistant
    - Use ‘H’ pattern for a secure box closure. Pressure sensitive tape should be used

- Do not seal cartons with bands, straps, staples, twine, glue or any closure material other than tape
  - Use plastic strapping to seal gaylords and CDUs
- For fragile or heavy items, double or tri-walled constructions are recommended; fragile items may require additional packaging material so as not to allow movement when shaken gently
- A re-shipper may require more than just an over-box
- Additional internal packaging within the over-box may be required

- Use the correct size carton for the merchandise; do not over- or under- pack cartons, causing sides and edges to round, making the cartons non-conveyable
  - Carton should be packed to avoid shock and vibrations that are common with transportation
  - Items inside the carton should not move when shaken
- When applicable, cartons should be marked in BOLD lettering, “Fragile,” “This Side Up,” “Do Not Freeze,” “Melt Risk,” etc. (i.e. glassware, cosmetics, candles)

Carton Strength Recommendations

All cartons must strong enough to withstand the rigors of and adequately protect product during transit and EFC (E-Commerce Fulfillment Center)/DC processing
All cartons must be able to withstand a 5-ft stack height without buckling, bending, collapsing, bursting

- Ensuring carton strength is the vendor’s responsibility
  - This includes the strength of any adhesive used to hold the carton closed
  - ECT and/or burst strength labels do not exempt a vendor from charges if their cartons fail to withstand the rigors of transportation
- Variables that may affect the decision on what is the correct carton for product (list is not all inclusive):
  - Carton size, item weight, corrugate quality/age, climate

Hardline Drop Test

Kohl’s expects vendors of breakable/hardline product to perform drop testing using the following guideline as a minimum standard. Test results should be kept on file by the vendor and Kohl’s reserves the right to request the documentation in the event a quality issue is detected.

Total shipping cartons	Shipping cartons for drop test
1 - 7	Not required
8 - 26	1
27 - 63	2
64 – 125+	3

For all hardline items (except glassware, ceramicware):

Carton weight	Drop height
0 < 21 lbs	30" (76 cm)
21 < 41 lbs	24" (60 cm)
41 < 61 lbs	18" (45 cm)
61 < 100 lbs	12" (30 cm)

For ceramicware:

-	18" (45 cm)

For glassware:

-	12" (30 cm)

For accessories (jewelry, beauty):

-	36" (30 cm)

Evaluation:

- Dropped cartons must be opened for inspection, to identify damaged products related to the drop test.
- The percentage of defective units cannot exceed 2.5%, based upon Kohl's OQL (outgoing quality level). If it does exceed, the drop test failed and must be reviewed & corrected prior to shipping.

Pack Type Definitions

Bulk (B) Pack Type:

- Pack one UPC/SKU (one style, color, size combination) per carton
- The EDI purchase order includes the inner pack/outer pack directions
- All Ecommerce POs must be BULK pack type (EC, IE, RE, LE)

Prepack (M) Pack Type:

- Predetermined ratio of multiple UPCs/SKUs set by the buyer and transmitted on the EDI PO
- The EDI purchase order directs the number of prepacks to pack in each carton
- The EDI purchase order carries prepack level data and line item data
- Packing information for private brands via Li & Fung is on the objective sheet or PLX information

Pack-by-Store (PBS) Pack Type:

- Units are assigned to a particular store and included in the EDI PO
- Multiple UPCs/SKUs may be packed in the same carton but total units per carton may vary
- PBS does not apply to Kohl's Direct Imports/Private Brands or Landed/Import PO types

PO Pack Type	B	B	M	M	M	M	-
	Bulk	Case Pack	Multi-SKU Pre-Pack	Compound Pre-Pack	Multi-Multi Pack	Inner Pre-Pack	Pack by Store
# of SKUs	1 SKU All same style/size/color Inner pack	1 SKU All same style/color/size No inner pack	2+ SKUS of same style/color 1 prepack per carton Each pre pack contains same quantities/ratios	2+ SKUs of samestyle/ color 1 prepack per carton Cartons have different pack ratios/quantities	2+ SKUs of multiple styles/color s 1 prepack per carton Each pre pack contains same quantities/ratios	2+ SKUs of same style/color 2+ prepacks per carton Each prepack contains same quantities/ratios	Mixed SKUs/style s/col or Box contains SKUS allocated to a specific store Quantities vary by carton
EDI	REFZZBULK PO416EA	REFZZBULK PO461EA	REFZZPREPACK PO41	REFZZCOM PO UND PREPACK PO41	REFZZPREPAC K PO41	REFZZPREPACK PO431	REFZZPACK BY STORE

Shipping and Receiving Documents

Advance Shipment Notification (ASN) Requirements:

Kohl's operating policy is to pre-receive all shipments. The processing of shipment information prior to the physical arrival of goods improves the flow of product to the selling floors.

All shipments to Kohl's must have an EDI 856 Advance Shipment Notification (ASN). ASN's must be received in Kohl's System by 6:00AM CST the day after the shipment is released to the carrier.

- All merchandise shipped to Kohl's under a given Bill of Lading must be combined onto a single ASN
- For truckload shipments, EDI ASNs must have trailer integrity
- Shipments utilizing more than one trailer must have an ASN for each trailer detailing the items on that trailer
- Upon receipt of an ASN, Kohl's transmits a Functional Acknowledgement (EDI 997) although receiving an acknowledgement does not necessarily mean the ASN was usable
  - Kohl's will notify the vendor via an email of an ASN rejection and the vendor will need to correct the ASN
- Should EDI ASN not be received for a shipment or are deemed unusable, Kohl's will require the vendor to prepare and deliver traditional Packing Lists in an expedited manner
  - Pack slips should be sent to dc-cocasn@kohls.com in the event an ASN is not sent (pack slips are not required if an ASN if sent)

Vendor System Changes

- Kohl's requires that when vendors are planning major system upgrades that could impact the transmitting accuracy of ASNs, the vendor should inform edimio@kohls.com prior to implementing the changes
- If the changes cause a disruption of the normal EDI ASN service, Kohl's expects the vendor to communicate this to the EDIMIO Department Prior to the next EDI ASN transmission and to convert back to paper packing list requirements until the system issues are resolved

GS1-128 Label Specifications

Kohl's requires one GS1-128 label per carton and each GS1- 128 label should contain one SSCC-18 barcode. Vendors are responsible for GS1-128 labels being intact and scannable condition upon shipment arrival.

- Kohl's does not receive at Master Carton level or Pallet level
- Kohl's does not require carton stenciling
  - Carton stenciling is only required per local regulations and specific country laws
  - Kohl's does not require approval any carton stenciling mock-ups
- Cartons containing liquid/fragile product
  - Cartons must be oriented with the container opening(s) facing up to prevent spilling and stenciled with "this side up" arrows
  - GS1-128 label should be placed in the lower right corner of the longest side of the carton based on this orientation

GS1 Definition

- GS1 is the global standards authority for item (UPC and EAN) and logistical numbering
- In addition to managing the numbering assignments, GS1 provides the retail industry guidelines for supply chain identification
- Kohl's requires that all vendors review and follow carton label formats and barcode data requirements in accordance with the GS1 published guidelines posted on the GS1 website
- Per GS1 US standards, SSCC bar code symbology and human readable text should not contain prefixes beginning with a "004" series on GS1-128 labels
- For detailed information regarding GS1 identification, vendors should contact GS1 directly:
  - US Telephone: 937-435-3870 https://www.gs1us.org

GS1-128 Barcode Testing

- Kohl's recommends (not required) Bar Code Graphics, Inc. for GS1-128 label testing. Contact test@barcode-us.com or (800) 662-0701 ext. 511 for label testing information

GS1-128 Barcode Quality

- The industry standard for acceptable barcode quality is an ANSI Grade of either an "A" or "B"
- Printed bar codes should be verified in order to ensure scan-ability

Kohl's GS1-128 Label Format: Segment Breakdown

- **Use a 4" x 6" Standard Size**

Zone A From: Vendor's Shipping Address	**Zone B** To: Kohl's Receiving Location, Facility Number and Address
Zone C Ship to Postal Zip Code (GS1-128 barcode)	**Zone D** Carrier Name (if available) Pro # (if available) Bill of Lading Number (if available)
Zone E Kohl's PO Number Style Number – color – size – total units (if Prepack, total units by size and color)	
Zone G Kohl's Store Number or Distribution Center Number (GS1-128 barcode)	**Zone H** If Pack by Store PO type, list store number. If Bulk or Prepack PO type, list DC number.
Zone I SSCC-18 (GS1-128 barcode)	

ZONE A	
Title	FROM
Height	1.0 inch [25.4 mm]
Width	1.25 inch [31.75 mm]
Characteristic	Mandatory
Data Content	Vendor's Shipping Address
ZONE B	
Title	TO
Height	1.0 inch [25.4 mm]
Width	2.75 inch [69.85 mm]
Characteristic	Mandatory
Data Content	Kohl's Receiving Location, Facility Number and Address
ZONE C	
Title	SHIP TO POSTAL CODE
Height	1.0 inch [25.4 mm]
Width	2.5 inch [63.5 mm]
Characteristic	Mandatory.
Data Content	Ship To Postal Code
Barcode Specifications:	
Barcode Symbology	GS1-128
Application Identifier	420
Barcode Data	5-digit Ship To Postal Code
Height	0.5 inch [12.7 mm] minimum
X-Dimension	0.010 inch [.254 mm] minimum
Quiet Zone	0.25 inch [6.35 mm] minimum. Each Quiet Zone preceding and following the bar code.
ZONE E	
Height	1.5 inch [38.1 mm]

Width	4.0 inch [101.6 mm]
Characteristic	Mandatory
Data Content	Bulk & Prepack Kohl's PO Number Dept Number Style Number Units per color and size

	Pack by Store Kohl's PO Number Dept Number Total Units per Carton
ZONE G	
Title	FOR [mark for number]
Height:	1.0 inch [25.4 mm]
Width	2.5 inch [63.5 mm]
Characteristic	Mandatory.
Data Content	The 5-digit final destination number plus a leading zero (to allow use of GS1-128 Subset C for efficiency). Example: Store Number 00246 would be encoded as "000246".
Barcode Specifications:	
Bar Code Symbology	GS1-128
Application Identifier	91
Barcode Data	Bulk & Prepack 5-digit Distribution Center Number with leading padded "0" (6 digits total) Pack By Store 5-digit Store Number with leading padded "0" (6 digits total)
Height	0.5 inch [12.7 mm] minimum
X-Dimension	0.020 inch [.508 mm] minimum for automated sortation.
Quiet Zone	0.25 inch [6.35 mm] minimum. (Left & Right Quiet Zone)
ZONE H	
Height	1.0 inch [25.4 mm] minimum.
Width	1.5 inch [38.1 mm]
Characteristic	Mandatory.
Data Content	Bulk & Prepack 5-digit Distribution Center Number Pack By Store 5-digit Store Number
Text Size	26 pt. Bold font or larger
ZONE I	
Title	SSCC-18
Height	1.5 inch [38.1 mm]
Width	4.0 inch [101.6 mm]
Characteristic	Mandatory
Data Content	Serial Shipping Container Code. SSCC-18
Barcode Specifications:	
Barcode Symbology	GS1-128
Application Identifier	00
Barcode Data	18-digit SSCC-18 number. A prerequisite for proper carton labeling is that Vendors must be EDI/ASN active.
Height	1.25 inch [31.75 mm] minimum
X-Dimension	0.020 inch [.508 mm] minimum
Quiet Zone	0.25 inch [6.35 mm] minimum. (Left & Right Quiet Zone)
Barcode Text	The "human readable" SSCC-18 number that is printed above the bar code must be printed in a bold font, no smaller than 12 pt.

Kohl's GS1-128 Label Examples

Label examples shown below are not to scale

Bulk Format

From:
Acme Supplier
123 A Street
Chicago, IL
60611

To:
Kohl's Inc. Dist.Center #800
456 B Street
New York, NY
11768

Ship To Postal Code
(420) 11768

Carrier: Acme Freight
Pro# 1234567
Bill of Lading
123456789123

PO #: 1234567
Dept: 123
Style: A1234567
Color: Red Size: 10 Units: 12

For:
(91)000800

00800

SSCC-18:
(00) 0 0718908 562723189 6

Pack-by-Store Format

From:
Acme Supplier
123 A Street
Chicago, IL
60611

To:
Kohl's Inc. Dist. Center #800
456 B Street
NewYork,NY
11768

Ship To Postal Code
(420) 11768

Carrier: Acme Freight
Pro# 1234567
Bill of Lading
123456789123

PO #: 1234567
Dept: 123
Units: 12

For:
(91)001100

01100

SSCC-18:
(00) 0 0718908 562723189 6

Prepack Format

From:
Acme Supplier
123 A Street
Chicago, IL
60611

To:
Kohl's Inc. Dist. Center #800
456 B Street
New York, NY
11768

Ship To Postal Code
(420) 11768

Carrier: Acme Freight
Pro# 1234567
Bill of Lading
123456789123

PO #: 1234567
Dept: 123
Color: Red
Units: 12

Style: A1234567
SML XL
2 4 4 2

For:
(91)00080

00800

SSCC-18:
(00) 0 0718908 562723189 6

Prepack (Multi-Multi Initiative)

From:
Acme Supplier
123 A Street
Chicago, IL
60611

To:
Kohl's Inc. Dist. Center #800
456 B Street
New York, NY
11768

Ship To Postal Code
(420) 1 768

Carrier: Acme Freight
Pro# 1234567
Bill of Lading
123456789123

PO #: 1234567 Dept: 123

Style	Color	S	M	L
AB123	Red	1	2	2
AB456	Blue	2	2	1

Total Units: 12

For:
(91)00080

00800

SSCC-18:
(00) 0 0718908 562723189 6

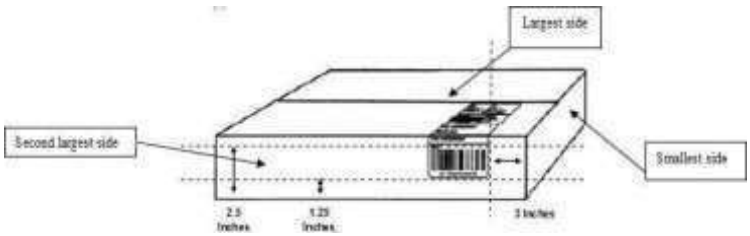
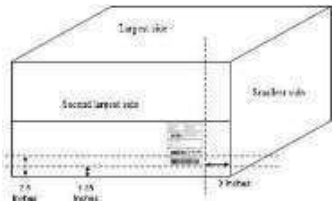
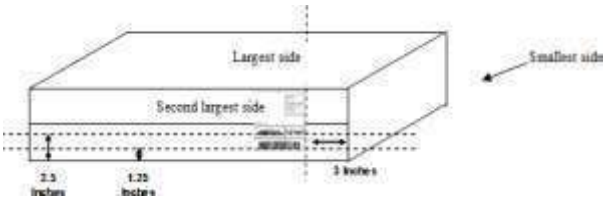
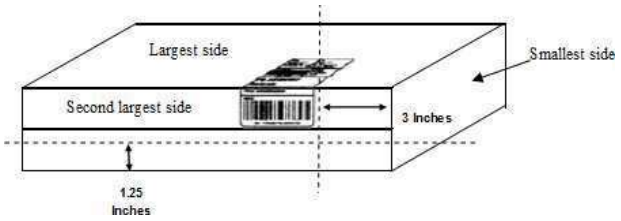
General Label Placement Requirements

GS1-128 Placements for E-Commerce and Brick & Mortar (Retail/Store DC) are different.

- GS1-128 labels must always be placed in an upright position in order for the barcode to be read vertically
- The SSCC-18 barcode **should not** be placed over flaps, seams or around the edges of the carton
  - 3" from either vertical edge of the carton and 1.25 " up from the bottom horizontal edge
  - The human readable SSCC number that is printed above the bar code must be printed in a bold font, no smaller than 12-point
  - Do not place tape over any bar code
- For merchandise selling in the same carton as shipping, do not place labels over product ID Numbers, UPC Bar Codes, retail price or other consumer information on merchandise

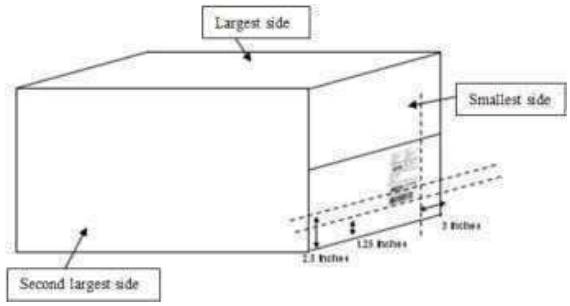
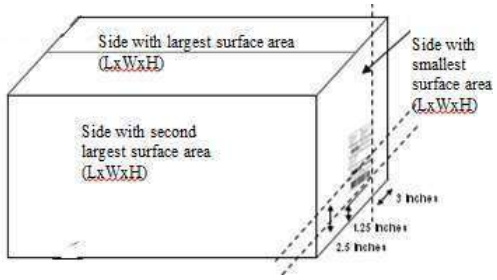
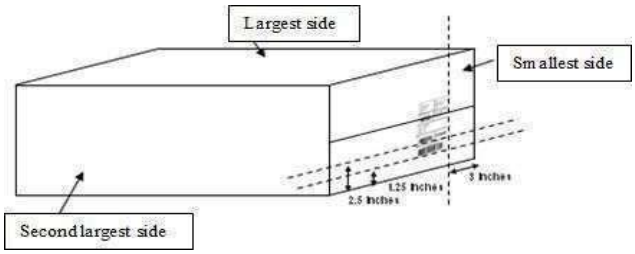
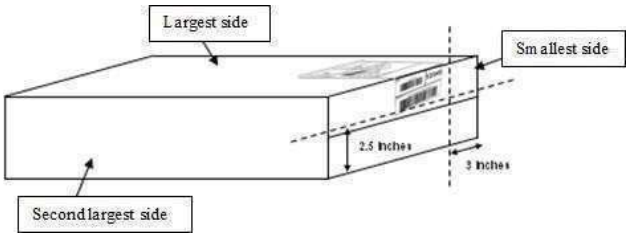
Retail DC (Store) GS1-128 Label Placement Requirements

- Place the carton on the side with the largest surface area down, then place the label on the longest side (not the top), in the lower right quadrant
- Placement guidelines are required even if the label will be placed on the side that has the box seam as long as the GS1-128 barcode portion of the label does not cross the seam of the box

Label Placement	Example
Carton less than 7" but more than 3" in height, fold the label over from the side to the top of the carton, no less than 1.25" from the bottom of the carton and 3 inches from vertical edge • The part of the label that contains the SSCC-18 barcode must be visible on the side of the carton. The remainder of the label is applied to the top of the carton.	
Carton with enough space to apply the label below the seam without having the SSCC-18 barcode cover the seam:	
Placement when there is enough space to apply the label below the seam without having the SSCC-18 barcode cover the seam:	
Placement example when there is NOT enough space to apply the label below the seam without having to cover the seam with the label:	

E-Commerce GS1-128 Label Placement Requirements

- Place the carton on the side with the largest surface area down, then place the label on the smallest side, in the lower right quadrant
- These placement guidelines are required even if the smallest side of the carton has the box seam as long as the SSCC-18 barcode does not cross the seam of the box

Label Placement	Example
Placement example when there is enough space to apply the label below the seam without having the SSCC-18 barcode cover the seam:	
Placement example when there is enough space to apply the label below the seam without having the SSCC-18 barcode cover the seam:	
Placement example when there is NOT enough space to apply the label below the seam without having to cover the seam with the SSCC-18 barcode:	
Placement example when there is NOT enough space to apply the label below the seam without having to cover the seam with the SSCC-18 barcode:	

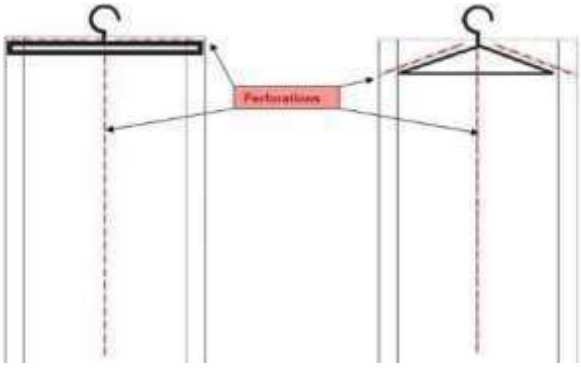
General Polybag/Carton Liner Requirements

Polybag Material:

- Clear polyethylene material (PE) with no BHT
- Thickness: 0.00075 to .00125 inches or 0.019mm to 0.032mm
- Recyclable material
- Vendors may use polybag supplier of their choice
- All polybags must be *perforated* for ease of removal
    - See below for specific requirements when used in conjunction with hung garments

A child safety warning is required on *all* (Store & E-Commerce) poly bags/carton liners 9"x12" or larger. Recommended verbiage: *"Warning: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds, carriages or playpens. The plastic bag could block the nose and mouth and prevent breathing. This bag is not a toy."*

Hung garment perforations should be across the hanger 's shoulder lines and also **down the center line**



Retail DC (Store) Polybag Requirements

- One large polybag OR carton liner may be used to protect items in a Brick & Mortar/store carton
- Carton liners are approved for use only if required to protect the integrity of the garment(s)
- A polybag is preferred for packing inner quantities on bulk orders and inner pre-pack orders
- Hangers should not be punctured through the polybag

Polybag Exceptions:

- Sweaters: may use single polybag for heavily embellished, high loft chenille or cashmere sweaters
- Embellished Knit Tops: may use single polybag and tissue
- Delicate Fabrics: may use single polybag, tissue and cardboard bridge to minimize wrinkles, trim impressions and markings in sateen, micro fiber, chenille, velvet, leather, corduroy or suede garments
- Intimates: may use single polybags. Intimates do not require perforated polybags
- Books

E-Commerce Polybag Requirements

- Material and safety requirements are the same as mentioned in General Polybag/Carton Liner Requirements

Any merchandise that is *not* completely enclosed in packaging <u>must</u> have a sealed polybag to protect the item. A single piece of tape or heat seal may be used. Sealing is REQUIRED on all E-Commerce POs, but not on Brick & Mortar POs.

Standard E-Commerce packaging should include inners that are packed appropriately so each item can be removed individually from shipping carton and remain sufficiently packaged to prevent damage.

- All E-Commerce orders should be written with an inner of 1 selling unit (pack by store and prepacks cannot be used for E-Commerce shipments)

E-commerce Polybag Exceptions:

- Books

UPC barcode must be applied to the outside of the protective packaging so that it can be scanned without unwrapping or unboxing the item. This does not replace the UPC label that is required to be placed on all EC items

Hangers are NOT allowed on E-commerce apparel shipments. There are a few exceptions to this rule, which are he following categories for E-Commerce: Blazers/sport coats, suit separates, leather and wool outerwear, special occasion dresses

E-Commerce cartons with inners greater than 1:

- Prior approval is needed before shipping orders to EFCs (E-Commerce Fulfillment Centers) greater than 1
- Outer cartons and inner packs must be labeled with a 2" x 4" label reading "OPEN: MORE THAN ONE SELLING UNIT/SET" to indicate that there are bundles inside (more than one selling unit in the inner pack)
- Item UPC should not be scannable/visible/accessible on the outside of the inner carton

Protective Packaging Guidelines

Acceptable:	Unacceptable:
• Paper loops to secure hangers (for Brick & Mortar PO's) • Bubble wrap • Corrugated cardboard wrap or cardboard dividers • Dunnage or paper stuffing for books • Plastic strapping on gaylords and CDU's	• Using tape or rubber bands on hangers • Tying hangers together • Pins, plastic clips, or tie backs (unless directed by buyer or product manager • Packing peanuts, shredded paper or tissue (unless directed by buyer or product manager) • Strapping an outer cartons • Inserting anything between a garment and a pinch clip hanger (i.e. cardboard, fabric, etc.)

Ticketing

Pre-ticketing of all merchandise is a requirement of doing business with Kohl's.
Retail price on ticket must match the retail price transmitted in the most recent EDI.

- In addition, RFID tagging is required for all in-scope merchandise
- RFID tagging placement requirements supersede ticketing placement requirements for all in-scope merchandise
- Vendors must submit RFID tagging/packaging samples to Auburn University's RFID lab (ALEC) for validation and receive approval before applying RFID tags for production and prior to shipment
- Refer to Kohl's RFID Playbook on K-Link for full requirements (reference file path in the RFID section of this document)

Where to find ticket printing data on the EDI Purchase Order:

On a Prepack Order, the data needed to print on tickets is found in the SLN09 Segment:

SLN09	235	Product/Service ID Qualifier UP UPC Code VA Style Number CB Buyer's Catalog Number (Kohl's Dept-Class-Subclass) BOBuyer's Color IZ Buyer's Size Kohl's Box ID (Shoes only)	C	ID	2/2

On a Non-Prepack Order, the data needed to print on tickets is found in the PO106 Segment:

PO106	235	Product/Service ID Qualifier	C	ID	2/2

UP UPC Code
VA Style Number
CB Buyer's Catalog Number
(Kohl's Dept-Class-Subclass)
BO Buyer's Color
IZ Buyer's Size
Kohl's Box ID (Shoes only)

- Vendors may print tickets in-house, use one of our pre-approved service centers, or use a ticket provider of the vendor's choice
- Pre-Approved Printing Resources (excluding Footwear): The following ticket printing resources are approved to print tags and labels for Kohl's & have ticket formats/sizing on file with Kohl's logo stock in inventory

Provider	Phone/Email	Website
Avery Dennison*	Cindy.Li@ap.averydennison.com	https://www.averydennison.com
Checkpoint/Meto	1-800-257-5540 x2015	https://checknet.checkpt.com
Fineline Technologies	1-800-500-8687	https://www.finelinetech.com
PAX Tag & Label	1-800-729-8247	https://paxtag.com
r-pac*	susan.leitel@r-pac.com	https://www.r-pac.com

All Private or Exclusive vendors must utilize either Avery Dennison or r-pac

Ticketing: Retail Price Changes

- Items sent to Kohl's must be ticketed at the correct retail price. Should the vendor receive retail price mark-ups or mark-downs, all evidence of previous pricing must be removed when price changes occur.
- Retail ticket price must match the retail on Kohl's most recent EDI 850/860 transmission at time of shipment unless confirmation as pictured below is received from Kohl's

  Approved:
  Confirmation of Kohl's Approved Retail Price Date Approved
  PO:
  SKU and Approved Retail Ticket Price that vendor should ticket at:

  - Without the above confirmation, vendors may receive a violation for "units checked due to incorrect retail." An email from Kohl's or a buy sheet does not negate these charges unless the above confirmation from Kohl's is received. This confirmation must be sent to the vendor prior to shipment. If not, vendor must ticket as transmitted on the EDI 850/860.
  - Above confirmation must come from vendor.compliance@kohls.com
  - If EDI 850/860 is transmitted after the above "Date Approved," vendor will need to reconfirm the correct retail price with the merchant and if needed, request a new Confirmation of Kohl's Approved Retail Price

Ticketing: Shelf Mark Programs

- Shelf mark programs are on a limited basis and must be pre-approved by Kohl's
  - Vendors are responsible for renewing their shelf mark approval prior to exemption expiration date specified in the approval confirmation email
- Vendors are responsible for obtaining approval confirmation from vendor.compliance@kohls.com

  Approved:
  Confirmation of Kohl's Shelf Mark Approval
  Date Approved
  Vendor & Department(s)
  Exemption Expiration Date

  - Without the above confirmation no violations for units checked due to missing retail price will be reversed
- All ticketing requirements must be followed except retail price must be omitted

Ticket Format Guidelines

- Required Data:
  - Color
  - Department Number
  - Major Class
  - Sub Class
  - Retail Price
  - Size
  - UPC-A Barcode
  - Vendor Style Number
  - KOHL'S Logo
  - Item Desctiption
- Optional Data:
  - Supplier Identifier Code
  - Merch Code
  - Production Site
- Tag Size
  - Recommended: 1.50” high x 1.75” wide (Minimum Size: 1.25” high x 0.75” wide)
- Font: Arial (10-point minimum)
- Label adhesive must be BHT-free

If using r-pac or Avery Dennison for the above, item code is: KOHS-GUM3-GN

Retail Ticket Injectors

- Use 2” injectors for children’s garments
- Use 3” injectors for adult garments
- Do not use safety pins

Spare Button Placement: Place extra buttons in a small poly bag and inject it to the garment along with the hang tags

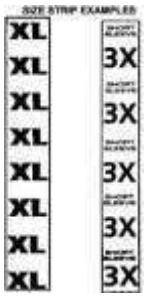
Tickets for Apparel Sets:

- When ticketing sets of multiple apparel items, the main retail tag should state “2 PC Set” or “3 PC Set”
- Place the hang tag on the top item of the set (i.e. shirt, jacket, vest)
- Vendors printing in-house tickets are encouraged to adding a ticket to the second and/or third piece of the set that states: 2 PC or 3 PC Set, color, style, size, no UPC barcode or retail price

Size Strip Requirements: Folded Programs

Size strips are required on all folded programs (do not apply size strips to hanging bottoms or tops)

- Due to the fabrication concerns, size strips should not be used on the following product: Angora, Cashmere, Chenille, Double brushed fleece, Silk, Velvet, or Velour tops or sweaters with embroidery



Size Strip Specifications

- Size indicated on size strip must match garment size
- Size strips indicating a vendor or private brand are allowed per bu yer or PD approval
- Use standard black print on clear plastic adhesive strip, ½" wide x 6" long
- Vendor may use size strip supplier of their choice, as Kohl's format is used
- For men's Dress shirts/ poly bag programs – Use size strips for sizing only, retail price must be listed on hang tag only
- If using r-pac or Avery Dennison, the order numbers are: KOH-9001-GN = regular adhesive, KOH-9008-GN = less adhesive, KOH-9011-GN = 1x – 2x

Size Strip Placement

Half folded knit tops/sweaters:

- Place size strip 1" from the wearer's left side seam for size Small (S) only
- Folded cardigan sweaters: place size strip along the placket on wearer's left side
- Place size strips on larger garments so that all size strips line up when stacked together

Denim jeans:

- Place size strip so it is vertically centered on the fold of the garment
- 3" (7.5cm) of size strip above the fold and 3" (7.5 cm) below the fold;1" from wearer's right side

Sewn-in UPC Labels

Kohl's requires a sewn-in UPC number label on any product that is required to have a sewn-in care label.

- For detailed information regarding the CPSIA tracking label requirements, review the document titled Consumer Product Safety Improvement Act of 2008 Tracking Label Requirements posted on the Legal Requirements tab on K-Link website
- In the event that a vendor discovers challenges i n attaching the required permanent tracking label t o any particular product(s) and/or a vendor believes that this type of labeling is not practical for any particular product(s), Vendor.Services@kohls.com should be contacted.

Merchandise Categories *requiring* a Sewn-in UPC Label (including Private Label and Vendor's Line):

- Apparel
- Shoes, including slippers and flip flops must have either a stamped, sticker, or sewn-in UPC label
- Home textiles
- Home Textiles requiring a "law label" can place the UPC number on the care label or under the "law label," but not on the back of the "law label"
  - Bedding/sheet sets must be labeled on *all* components of the set(s) (i.e. flat and fitted sheet)
  - Reversible bath rugs

Merchandise Categories *excluded* from the Sewn-in UPC Label Requirement:

- Packaged products such as underwear and layette items
- Accessories such as handbags, socks, hats, gloves, scarves, and neckties
- Screen-print tee shirts and screen-print shorts (solid blanks only)
- Pillow cases and shams as individual items or as components in a sheet set/comforter set
- Latex backed bath rugs

Sewn-in UPC Label Placement:

- Sewn-in UPC label must be sewn in to the merchandise, directly beneath the care label
  - Edges of the sewn-in UPC label must not show from beneath the care label
  - UPC numbers may be woven into or printed onto the care label instead of using a separate sewn-in UPC label

    - Children's product: UPC may be printed or woven into the CPSIA tracking label
    - Footwear: UPC numbers should be stamped into shoes along with the size and product material information
- Label may be in the neckline or in a side seam
- UPC number must face up, toward the viewer
- Product color or size may be printed on the sewn-in UPC label for reference if desired, but is not required
- If item is part of a 2 pc or 3 pc set, indicate on label

RFID

- RFID is required for all in-scope merchandise categories
    - For in-scope categories, full requirements, specifications, and ALEC submission instructions, reference the Kohl's RFID Playbook located on Klink (file path below under "Resources")
- IMPORTANT - Approval is required before tagging and shipping:
    - Vendors must submit RFID tagging/packaging samples to Auburn University's RFID lab (ALEC) for validation and receive approval before applying RFID tags for production and prior to shipment.
    - Use EPC symbol correctly: RFID-tagged items must display the EPC symbol on the exterior (ticket or packaging) per the Kohl's RFID Playbook.
- Timing:
    - Complete ALEC approval before RFID shipment
    - If timing is not achievable:
        - Do not delay orders
        - Contact RFID.tagging@kohls.com
        - ✓ Early communication is critical
- Resources: *K-Link > Resources > Logistics > Shipment Preparation and Packaging*
    - Kohl's RFID Playbook
    - Vendor RFID FAQ
    - Technical Questions & RFID tagging Support: Auburn University RFID Lab - ALEC program
    - Auburn University ALEC Webinar Support Links: Webinar Support Videos
    - Kohl's Vendor Contact Info: RFID.tagging@kohls.com

Retail (Store) Ticketing Requirements

Required Data: Note: Tickets should not be color coded. Use of color coding is to depict attribute to location on the ticket.	Department, Major Class, Subclass Style Color Size Optional field may be used to indicate 2 piece set UPC barcode Price
Recommended Data:	KOHL's Kohls.com
UPC Barcode Requirements:	EAN-8, EAN-13, or UPC-12 data structure (do not use EAN-14) ***A barcode height of 0.50" or greater is required for small gum labels and all tickets.***

UPC Requirements	UPC	EAN
Number of Characters	12	13
Narrow Element (mils)	10	
Wide Element (mils)	40	
Barcode Height	Minimum of 0.50 in (1.27 cm)	
ANSI Scan Grade	A or B	

Tag Stock (for vendors printing in house):	Weight: 10 point, uncoated
Hangtag Example (size: 1.75" wide X 3" high) Note: Tickets should not be color coded. Use of color coding is to depict attribute to location on the ticket. If using r-pac or Avery Dennison, item code is: KOH-40002-GN-CM	
Small Gum Label (size: 1.5" high X 1.5" wide) Note: Tickets should not be color coded. Use of color coding is to depict attribute to location on the ticket. If using r-pac or Avery Dennison, item code is: KOH-9099-GN	

Suppressed Label (size: 1” wide X 1” high) Note:Tickets should not be color coded. Use of color coding is to depict attribute to location on the ticket. If using r-pac or Avery Dennison, item code is: KOH-UPC-GUM2	

E-Commerce Ticketing Requirements

Minimum requirement: UPC Gum label on outside, center of polybag *and* UPC hang tag attached to the garment for E-Commerce merchandise

Required Data:	UPC barcode E-Commerce only PO’s should *not* have retail prices on the gum labels or hang tags. E-Commerce merchandise that *also* is sold in Kohl’s stores will be allowed to have the “Store Ready” hang tag formats and can include retail ticket attributes without penalty (provided they are accurate).
Recommended Data:	KOHL’s Kohls.com
UPC barcode Requirements:	EAN- 8, EAN-13, or UPC-12 data structure (do not use EAN-14) ***A bar code height of 0.50” or greater is required for small gum labels and all tickets.***

	UPC	EAN
Number of Characters	12	13
Narrow Element (mils)	10	
Wide Element (mils)	40	
Barcode Height	Minimum of 0.50 in (1.27 cm)	
ANSI Scan Grade	A or B	

Small Gum Label (size: 1.5” high x 1.5” wide) Note: For hardline merchandise If using r-pac or Avery Dennison, item code is: KOH-ECOM-GUM1	

Hang tag Example (size: 1.75” wide X 3” high) Note: For apparel merchandise If using r-pac or Avery Dennison, item code is: KOH-GEN-TCKT	

Multiple Unit Set Requirements

- Items that are sold as a set, must be packaged together in a sealed poly bag or carton and clearly labeled as such (i.e. dinnerware set, towel set, etc.)
- UPC code must be applied to the outside of the packaging for the set
- 2” x 4” Set/“Do Not Open” label must be placed over the seam of the carton or on the poly bag/inner carton containing the set. This can be a master shipping carton (carton of 12 towels) or the inner carton (set of 6 placements in a master box of 72 pcs)
- Items cannot be packaged together (in polybag, with shrink wrap, inner carton, etc) unless they are to be sold as a SET

Brick & Mortar Sets on Hangers:

- Two-Piece Sets: Insert bottoms hanger through the off-set loop on the tops hanger & apply crown sizer to the top hanger only
- Three-Piece Sets: Attach third garment hanger to the two-piece set using connector & apply crown sizer to the top hanger only

E-Commerce Set Guidelines:

- 2” x 4” Set/“Do Not Open” label should be placed on the carton or polybag containing the set units stating: ONE SELLING UNIT DO NOT OPEN
- UPC code representing the SET, should be the only UPC code displayed on the outside of the carton/polybag that contains the selling unit (individual items UPS should be covered up/not visible)

Expiration Dates/Shelf Life

- For items that contain expiration and/or best-by dates, the printed date should be a minimum of 6 months out from the date of receipt in Kohl’s DCs/EFCs(E-Commerce Fulfillment Centers)
- Expiration/best-by/shelf life dates should be discussed with your merchant partner prior to shipping
- Kohl’s merchant teams may require an extended shelf life, based upon business category

Kohl’s Shipping and Packaging Requirements: Appendices

Appendix A: Ticket Placement/Packaging for specific product categories

Items that fall under multiple categories must be compliant with all that are applicable

Apparel Ticket Placement

Item	Presentation	Ticket Placement
Bottoms	Hanging	National Vendors- Inject hangtag through the wearer's left waistband side seam Private/Exclusive Vendors- Applied at the custom-facing front right waistband loop. Or 2" from front center without loop; brand facing forward Use swift attach for private brands Use string and pin for exclusive brands Leather: inject in Size/COP label in center back of waistband
Bottoms	Folded	Waistband ticket (matchbook/joker) is attached over the waistband on wearer's right side backside *Display retail price on hangtag or joker only
Bottoms: Female	Hanging-Joker tags	Inject/Sew or tack hangtag through the wearer's left back waistband, with attention to placement to avoid the hanger pinch clips. Joker should be inside the left pinch clip slightly to the right. *Display retail price on hangtag or joker only
Boxers	Hanging	Inject hangtag through the wearer's left waistband side seam. Use 4.5" attachment allowing tag to hang over waistband on outside of garment.
Bras	Hanging	Inject or tack hangtag at the base of the wearer's left strap
Brassieres	Boxed	Place gum label on back of package upper right corner
Camisoles	Hanging/Folded	Inject hangtag through size or COP label in neckline *Display retail price on hangtag only Label free garments: inject in the underarm seam of the wearer's left arm
Dress Pants-Men's Boys	Hanging-Joker tags	Inject/Sew or Tack at the wearer's left backside waistband, with attention to placement to avoid the hanger pinch clips. Joker should be inside the pinch clip slightly to the right *Display retail price on hangtag or joker only
Dress Shirts-Packaged	Folded	Inject the hangtag inside the placket at the 5th placket button with a 2" attachment *Display retail price on outside of package only
Dresses	Hanging	Inject hangtag at bottom of wearer's left sleeve
Dresses: Sleeveless	Hanging	Inject hangtag through size or COP label in neckline Label free garments: inject in the underarm seam of the wearer's left arm
Extra Button Placement	Hanging/Folded	Place extra button in tiny, clear ziplock bag. Place behind hangtag and inject with same attachment as retail ticket. Attach at retail ticket location Applies to all Woven and Knit tops regardless of gender.
Lounge Pants	Hanging	Inject hangtag through the wearer's left waistband side seam inside the garment. Use 4.5" attachment allowing tag to hang over waistband on outside of garment. *Display retail price on hangtag only
Lounge Pants	Folded, then Hung	Inject hangtag through wearer's left waistband side seam *Display retail price on hangtag only
Muscle Shirts	Hanging or Folded	Inject hangtag through size or COP label in neckline *Display retail price on hangtag only Label free garments: inject in the underarm seam of the wearer's left arm
Outerwear	Hanging	Inject hangtag at bottom of wearer's left sleeve *Display retail price on hangtag only Leather: inject in the inside seam at the bottom of the wearer's left sleeve or seam in sleeve lining. Care taken not to damage the leather.
Overalls	Hanging	Inject hangtag at the wearer's left waistband side seam *Display retail price on hangtag only
Panties	Hanging/Folded	Inject hangtag using 1/2" attachment through wearer's left side
Shortalls	Hanging	Inject hangtag at wearer's left waistband side seam *Display retail price on hangtag only
Sleepwear	Hanging	Inject hangtag at bottom of wearer's left sleeve
Sleepwear	Folded	Inject hangtag through size or COP label in neckline
Sleepwear: packaged	N/A	Place gum label on back of package upper right corner
Sleeveless tops	Hanging/Folded	Inject hangtag through size or COP label in neckline *Display retail price on hangtag only
Sport Coats	Hanging	Use a sewn in Joker Tag on the left cuff
Suit Jackets: Joker tags	Hanging	Sewn in at the bottom of the wearer's left sleeve 1/2" to 1" above the cuff
Sweaters	Hanging and Folded	Inject in the size or COP label in the neckline; extra sweater yarn may be attached in the same location *Display retail price on hangtag only

Swimwear Separates	Hanging	Wearer's left underarm or left waistband side seam and 1" clear swift tacks to be used for all of our hang tags (Removable straps should be in a clear zip lock baggie attached on wearer's left with a separate 1" clear swift tack behind the integrated tag)
Swimwear Sets	Hanging	In the size or COP Label
Tank Tops	Hanging/Folded	Inject hangtag through size or COP label in neckline *Display retail price on hangtag only
Tops: All Materials	Hanging	Inject hangtag in bottom of wearer's left sleeve *Display retail price on hangtag only
Tops: All Materials	Folded	Inject hangtag through size or COP label in neckline *Display retail price on hangtag only
Tops: Men's & Young Men's with Placket	Folded	Inject hangtag inside the placket near the second button *Display retail price on hangtag only
Tops: Men's & Young Men's Sports Shirts	Folded	Inject hangtag inside the placket near the second button *Display retail price on hangtag only
Tops: Packaged Woven Dress Shirts	Packaged	Inject hangtag at the 5th button, inside placket before placing in polybags
Turtlenecks		Inject in the size or COP label in the neckline with a 5" attachment *Display retail price on hangtag only
Underwear: Packaged	N/A	Place gum label on back of package upper right corner
Underwear: w/paper band	N/A	Place gum label on back of cardboard band, back of package upper right hand corner
Vests	Hanging	Inject hangtag in bottom of wearer's left armhole *Display retail price on hangtag only

Accessories Ticket Placement/Packaging

Boxed Jewelry

- Boxes made of smooth material do not need a poly bag, but they do need a upc code on the bottom of the box that is scannable without opening the box
- Boxes made of fabric, or non-smooth material, must be bagged or in a sleeve to prevent dust from accumulating or surface from snagging.
- Sleeves must cover the box edge-to-edge and not too loose that it slides off easily
- UPC code should be visible when sleeve is in place
- Earrings attached to cards need to be bagged and have the posts protected to prevent them from bending, or injury to anyone handling the item
- Non-boxed jewelry should be wrapped in bubble wrap inside sealed poly bag
- Items sold as a set must be labeled as such i.e. multi packs of hosiery, items sold as a group (3/$20)

Item	Ticket Placement
Baseball Caps	Inject hangtag through vendor label or band inside headwear at back
Belts	Sewn in strip with UPC label is placed at buckle end of back of belt
Bracelets: Carded Fashion Jewelry	Apply gum label on backside of header card
Bracelets: Fashion Jewelry	Elastic string tag must be looped around chain/beads and not on header cards
Bracelets: Gold	Elastic string tag must be looped through clasp
Dickies	Inject hangtag through size or COP label in neckline
Earrings: Carded Fashion Jewelry	Apply gum label on backside of header card
Earrings: Gold Boxed	Apply gum label to bottom of jewelry pad on inside
Fine Jewelry: Boxed	Apply gum label to bottom of jewelry pad on inside
Gloves	Place gum label on vendor logo or fact tag OR inject hangtag inside cuff through a seam
Hair Accessories	Gum label on back of vendor card OR secure-a- loop hang through item
Handbags	Place gum label on vendor hang tag OR attach hangtag to handle with plastic secure-a-loop
Hats	Inject hangtag through vendor label or band inside headwear

Mittens	Place gum label on vendor logo or fact tag OR inject hangtag inside cuff through seam
Neckties	Inject hangtag through the vendor label on the backside of tie
Necklaces: Carded Fashion Jewelry	Apply gum label on backside of card header
Necklaces: Carded Fashion Jewelry	Elastic string tag must be looped around chain/beads and not on header card
Necklaces: Gold	Elastic string tag must be looped through clasp
Rings: Carded Fashion Jewelry	Apply gum label on backside of header card
Rings: Gold	Ticket with “rat tail” type label around ring
Rings: Sterling	Ticket with “rat tail” type label around ring
Scarves	Inject hangtag through vendors care label or sewn in label
Shawls	Inject hangtag through vendors care label or sewn in label
Socks	Hanging/Folded
Sunglasses	Place a gum label on vendor hang tag. Vendor hang tag placement should be on wearer’s right side
Umbrellas	Place gum label on vendor hang tag OR attach hangtag to handle with plastic secure-a-loop
Wallets	Prive ticket with UPC barcode can be sewn in or attached with plastic secure-a-loop

Home Goods Ticket Placement/Packaging

Glassware & Breakables

- Cannot be sold as “open stock” i.e. Barware, ornaments, home décor, etc.
- Cannot be put in a polybag, must have blister pack or inner carton
- Re-shippers must be used when an item meets the requirements due to size or weight
- Items sold as a set must be labeled as such i.e. napkin rings, photo frame sets, etc.

Sharps

- Items with sharp edges or points must be packaged to protect associate and customer during shipping, receipt, packaging, etc., i.e. kitchen knives, outdoor equipment, lawn décor
- Packaging must completely cover/enclose the sharp item & designed so that the item will not cut thru its packaging or come off during handling
- Silverware sets in open faced boxes need to be covered or put into a poly bag

Liquid

- Internal components need to be sealed properly to avoid damage or leakage in transit
- Arrow should be used to indicate stacking and handling instructions
- Liquids/Powders/Aerosol/Lotions, etc. require a double seal that has a tightened lid that cannot be easily opened, or a snap closure, and one of the following:
    - Peel off “safety seal” under the lid of product
    - Shrink wrapped or manufactured seal around the neck or lid of product
    - Tamper proof tape over the lid
    - A sealed polybag

Item	Ticket Placement
Backpacks	Gum label on the vendor fact/hang tag. Also put a hangtag with loop on the main carrying handle on top of the backpack. Include pack name on this hangtag along with price and barcode
Bath Accessories	Gum label on bottom of each piece
Candles	Gum Label with easy off adhesive on bottom of each individual item
Candle Holders	Gum Label on bottom of Box
Ceramic Giftware	Gum label on the bottom of each item or backside top right corner of box

Chairs: including Sand	Gum label on individual boxes and attach hang tag with secure-a-loop to items inside cartons
Christmas Ornaments	Secure-a-loop a hangtag through ornament string hanger Packaged: Ticket on the ornament, not on the bag
Cookware	Gum Label or retail price next to vendor UPC on back of item
Cutlery	Gum label applied on the bottom of each item or backside top right corner of packaging
Dinnerware-Open Stock	Gum Label with easy off adhesive on bottom of each individual item
Dinnerware-Sets	Gum label on backside upper right corner of carton
Down Comforters/Down Alternative Comforters	Gum label on the backside lower right hand corner of vinyl bag ***Display retail price on outside of package only**
Electronics	Gum label on backside of package or blister pack near UPC Barcode. Ticket should include Department and Retail Price at minimum
Framed Art	Gum label on upper right hand corner of artwork on cardboard protective corners
Frames: Photo	Gum label on lower right hand corner of back of box Private brand: Place gum label on upper right hand corner of the frame and on end of box, right side
Glass Giftware	Gum label on bottom of each item or backside top right corner of box
Housewares: boxed	Gum label on backside upper right corner of carton ***Display retail price on outside of package only**
Housewares: unboxed	Gum label on bottom of each individual item
Kitchen Gadgets	Gum label on the bottom of each item or backside top right corner of packaging
Linens: packaged	Gum label on back of package near UPC code ***Display retail price on outside of package only**
Linens: Unpackaged	Gum label on back of Care/COP label
Luggage	Gum label on vendor fact/hang tag. This vendor fact/hang tag must be place around the top carry handle of the luggage. If using front place cards please make sure that a gum label is placed in the bottom right corner as well as another hangtag with item description on top carry handle.
Nested Luggage	Nested luggage orders must include outer carton labeling that states: “This is a nested luggage set. Remove inner units before placing on sales floor. Verbiage can be placed via a carton label or direct printing on the carton Label size should be 8.5” x11” on brightly colored paper, where possible
Mattress Pads	Gum label on the backside lower right hand corner of vinyl bag ***Display retail price on outside of package only**
Napkin Rings	Rat tail tag or gum label on inside of napkin ring
Napkins	Gum label on the backside corner of napkin
Patioware	Gum label, with minimal adhesive, placed on the bottom of each individual item.
Photo Albums	Gum label on backside lower right of album
Pillows	UPC and price should be integrated into the care label. Care label is sewn in directly behind the law label on all pillows. ***Display retail price on outside of package only**
Placemats	Gum label on backside lower right of Mat Private brand: Place 1” in from the backside lower right edge and 1” up from the bottom.
Plastic Dinnerware	Gum Label with easy off adhesive on bottom of each individual item
Rugs	Gum label on or integrate price on vendor fact tag which is stapled to rugs
Seasonal Decorations	Boxed : Gum Label on backside upper right corner of packaging Unboxed: Gum label on bottom of item or on hangtag or header car Private Boxed: Gum sticker on the top of the box, right hand corner
Seasonal Furniture Accessories	Boxed: gum label placed on the upper right hand corner of the box
Small Electrics	Gum label on the bottom of each item or top right corner of backside of box
Sport Bags	Gum label on vendor fact/hang tag. Also put a price ticket with loop on the main carrying handle. Include duffel name along with suggested retail and barcode on this secondary ticket
Towels: Bath	Gum label on back of sewn in UPC label ***Display retail price on tear off label only**
Towels: Beach	Printed Vertically on edge of UPC tag

Towels: Appliqued and Basic Solid: Hand Towels, Tips, Washcloths, Bath Towels	Printed vertically on the right edge of the UPC Tag ***For Bath Towels: Display retail price on tear off label only**
Towels: Solid and Embellished Bath Towels	Printed Vertically on edge of UPC tag ***For Bath Towels: Display retail price on tear off label only**
Toys	Gum label on the bottom of each item or backside top right corner of packaging or next to UPC.
Trend	Gum label on back of package or blister pack near UPC Barcode. Ticket should include Dept and Retail Price at minimum
Umbrellas: Beach	Gum label on individual boxes and attach hang tag with secure-a-loop to items inside cartons

Beauty Ticket Placement/Packaging

General Beauty Packaging Guidelines:

- Internal components need to be sealed properly to avoid damage or leakage in transit
- Arrow should be used to indicate stacking and handling instructions
- Liquids/Powders/Aerosol/Lotions, etc. require a double seal that has a tightened lid that cannot be easily opened or a snap closure, as well as one of the following:
    - Peel off "safety seal" under the lid of product
    - Shrink wrapped or manufactured seal around the neck or lid of product
    - Tamper proof tape over the lid
    - A sealed polybag

Item	Ticket Placement
Cosmetics	Gum label on the bottom of packaging, center
Fragrance	Gum label next to UPC barcode or if integrated with EAS tag, placement on back of product
Gift Box Sets	Gum label on the back of box, near UPC barcode
Lotions/Washes/Sprays	Gum label on the back of tube, lower bottom
Nail Polish	Gum label on bottom of bottle
Accessories/Tools	Gum label on the back of box, near UPC barcode

Appendix B: E-Commerce Packaging Guide

Category	Product	Packaging	Notes
Apparel	All Apparel	Individual polybag with UPC label on the outside of the bag	No Hangers
Beauty	Cosmetics, Fragrance, Gift Sets, Lotions, Washes, Sprays, Nail Polish, Accessories/Tools	Packaging with integrated UPC barcode	Exposed product requires a polybag with a UPC gum label on the outside of the bag
Electronics	Electronics	Packaging with integrated UPC barcode	Exposed product requires a polybag with a UPC gum label on the outside of the bag
Home	Bakeware/Cookware	Packaging with integrated UPC barcode	Packaging must ensure a product can move through transit and EFC processing
	Open stock Bakeware/Cookware	Individual polybag or Box with UPC barcode on the outside	
	Dinnerware/Glassware sets	Individually wrapped in bubble with UPC barcode on the outside	
	Utensils	Individual polybag or Box with UPC barcode on the outside	
	Cutlery	Packaging with integrated UPC barcode	
	Candles	Individually wrapped in bubble with UPC barcode on the outside	
	Decor	Individual polybag or Box with UPC barcode on the outside	
	Frames, Framed Art/Mirrors	Boxed & ship ready	Refer to Ship Ready & Heavy Carton Requirements
	Furniture	Individually wrapped in bubble with UPC barcode on the outside	
	Kitchen Linens	Individual polybag or Box with UPC barcode on the outside	
Jewelry/Accessories	Earrings, Necklace, Bracelet, RIngs	Individual polybag or Box with UPC barcode on the outside	
	Boxed Jewelry	Box with UPC barcode on the outside	
	Watches	Individual polybag or Box with UPC barcode on the outside	
	Handbags/Backpacks	Individual polybag or Box with UPC barcode on the outside	
	Hair Clips/Headbands	Individual polybag or Box with UPC barcode on the outside	
	Cold Weather	Individual polybag or Box with UPC barcode on the outside	
	Socks/Hosiery	Individual polybag or Box with UPC barcode on the outside	
	Sunglasses	Individual polybag or Box with UPC barcode on the outside	
Outdoor/Sporting	Bikes, Scooters, Motorized	Boxed & ship ready	Refer to Ship Ready & Heavy Carton Requirements
	Camping gear	Individual polybag or Box with UPC barcode on the outside	
	Patio Furniture	Boxed & ship ready	Refer to Ship Ready & Heavy Carton Requirements
	Outdoor decor/accessories	Individual polybag or Box with UPC barcode on the outside	
	Glass outdoor decor/accessories	Individually wrapped in bubble with UPC barcode on the outside	Packaging must ensure a product can move through transit and EFC processing
	Recreational games	Boxed & ship ready	Refer to Ship Ready & Heavy Carton Requirements
	Balls	Packaging with integrated UPC barcode	
	Sporting/Outdoor Equipment	Packaging with integrated UPC barcode	

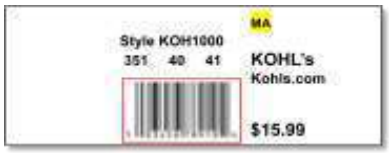
	Umbrellas	Individual polybag or Box with UPC barcode on the outside	
Shoes	Accessories	Individual polybag or Box with UPC barcode on the outside	
	Athletics, Boots, Dress	Packaging with integrated UPC barcode	
	Flip Flops, Slippers	Individual polybag or Box with UPC barcode on the outside	
Toys/Baby/Kids	Blankets, Plush	Individual polybag or Box with UPC barcode on the outside	
	Boxed Toys	Packaging with integrated UPC barcode	
	Carded/Hang Toys	Individual polybag or Box with UPC barcode on the outside	
	Bottles, Sippy cups	Individual polybag or Box with UPC barcode on the outside	
	Car seats, Bouncers, Jumpers	Boxed & ship ready	Refer to Ship Ready & Heavy Carton Requirements

Appendix C: Shoe/Shoe Box Requirements

Shoe Packing:

- Pack shoes with the label end facing the top of the carton
- All boxes must face the same direction
- Gender ID must be included on all tickets
- All boxes are required to have a shoe box ID printed on the ticket ***(with the exception of national brand footwear)***
- If packing an empty shoebox to fill space, write "EMPTY" on the shoebox in large print
- Apply suppressed retail price tickets to the same end of the shoebox as the preprinted barcode
- Shoe box size is at the vendor's discretion and does not need to be approved

Footwear Ticket Guidelines

Suppressed Shoe Box Label (not required for national brand footwear vendors) • Approximate size: 2" wide X 1" high. Ticket information must be legible. • Use suppressed shoe box label when vendor UPC barcode is present on box • Place shoe box label next to the pre-printed UPC barcode • Print gender code in yellow or black box above the word "KOHL'S" • Gender code is transmitted on EDI Purchase Order • When possible, include "Kohls.com" below "KOHL'S" on the label • If using Avery Dennison, item code is: KOH-SHOE-GN	
Shoe Label with Barcode (not required for national brand footwear vendors) • Approximate size: 4" wide X 1" high. Ticket information must be legible. • Use shoe box label when Kohl's UPC numbers are being used, such as for private brands or special make-ups • Place shoe box label next to the pre-printed UPC barcode • Print gender code in yellow or black box above the word "KOHL'S" • Gender code is transmitted on EDI Purchase Order • When possible, include "Kohls.com" below "KOHL'S" on the label	

Kohl's Gender Code Table:

- Codes are transmitted on the 850 EDI Purchase Order Transaction for ticket printing purposes
- Codes correspond to a Dept and Major Class per the table below
- Gender ID must be included on all tickets

JR -Junior Shoes
CO - Contemporary Shoes
MS - Misses Shoes
WA- Women's Athletic Shoes
MA - Men's Athletic Shoes

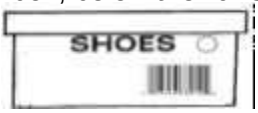
MN - Men’s Dress Casual Shoes			
BD - Boys' Dress Casual Shoes			
GD - Girls' Dress Casual Shoes			
TB - Toddler Boys Shoes			
TG - Toddler Girls Shoes			
GA - Girls' Athletic Shoes			
BA - Boys' Athletic Shoes			
Dep	**Department Name**	**Major Class**	**GENDER ID**
318	JUNIOR SHOES	ALL	WM
418	CONTEMPORARY SHOES	ALL	WM
218	MISSES SHOES	ALL	WM
518	WOMENS SPORT	ALL	WM
239	WOMEN'S ATHLETIC SHOE	ALL	WA
139	MENS ATHLETIC SHOES	ALL	MA
039	MENS DRESS/CASUAL SHOES	ALL	MN
037	KIDS DRS/CAS SHOES	10, 30, 50, 70	GD
037	KIDS DRS/CAS SHOES	20,,40,,60,,80	BD
037	KIDS DRS/CAS SHOES	90	KS
137	TODDLER SHOES	10, 30, 50, 70	TG
137	TODDLER SHOES	20, 40, 60, 80	TB
137	TODDLER SHOES	90	KS
187	TODDLER ATHLETIC SHOES	10, 30, 50	GA
187	TODDLER ATHLETIC SHOES	20, 40, 60	BA
187	TODDLER ATHLETIC SHOES	70	TG
187	TODDLER ATHLETIC SHOES	80	TB
187	TODDLER ATHLETIC SHOES	90	KS
287	KIDS ATHLETICS SHOES	10, 30, 50, 70	GA
287	KIDS ATHLETICS SHOES	20, 40, 60, 80	BA
287	KIDS ATHLETICS SHOES	90	KS

Retail Ticket Placement Guidelines for Shoe/Boot Boxes Longer than 14 inches (35.6 cm) in Length:

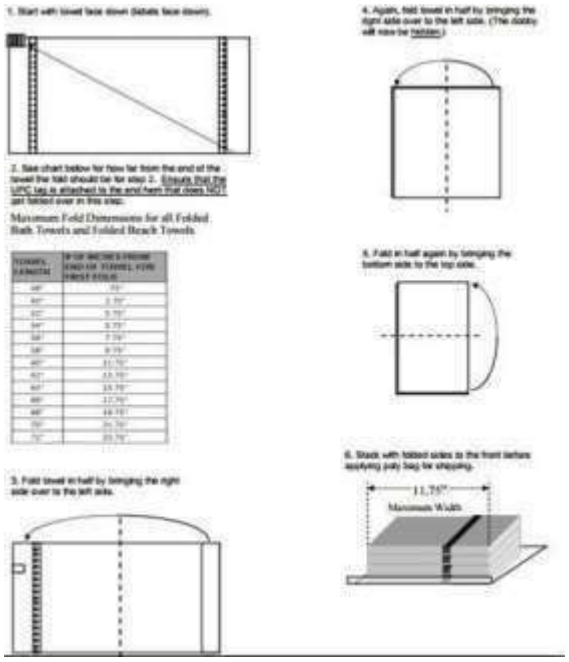
- Shoe/Boot boxes longer than 14" (35.6 cm) in length require 2 retail ticket labels: 1 on the right side of the shoebox end panel, and 1 on the right side of one of the long sides of the shoebox.

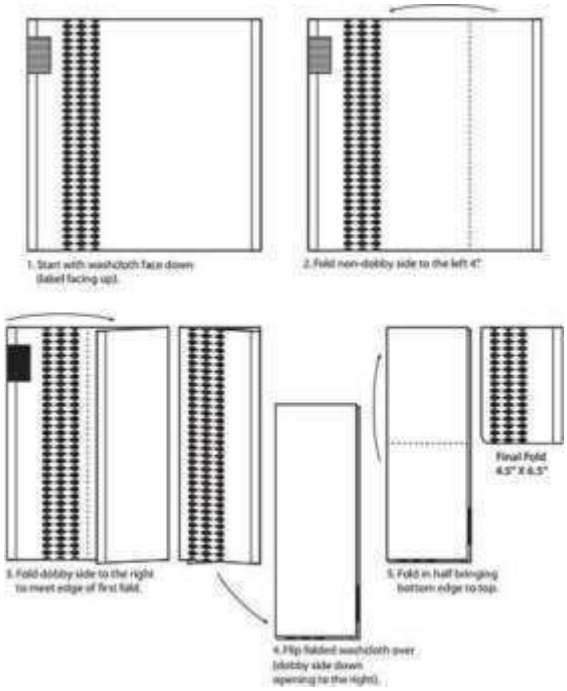
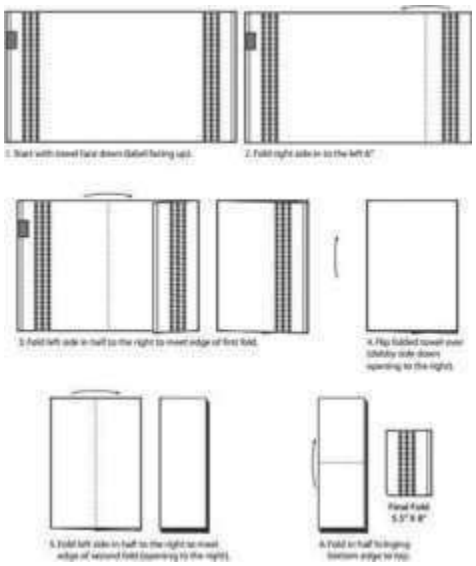
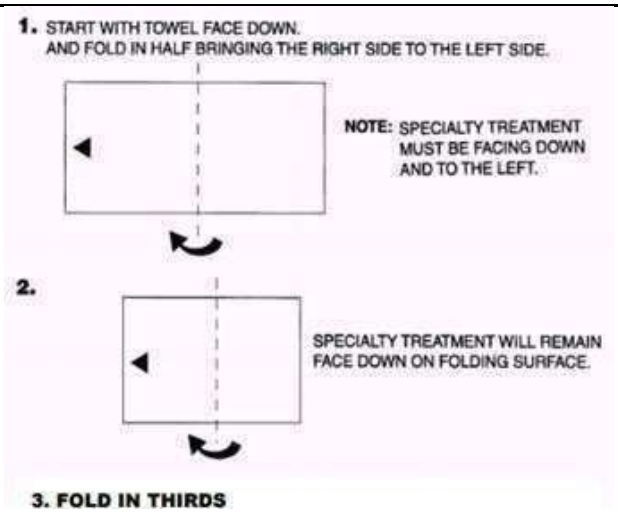
E-CommerceShoe Box Ticketing

- UPC Label only required on the end shoe box, below the lid. See below shoe box label placement diagram:



Appendix D: Towel Folding Requirements

Hanging Beach Towel	• Fold towel in thirds, lengthwise, as pictured. • Fold in half, lengthwise. • Open end of the towel should be at the bottom. • Tickets should be injected through the top layer of fabric, 3 inches from the right edge and 2 inches down from the top fold. • Apply hanger at the folded edge
Bath Towel	

Washcloth	
Hand Towels	
Embellished Hand Towels	

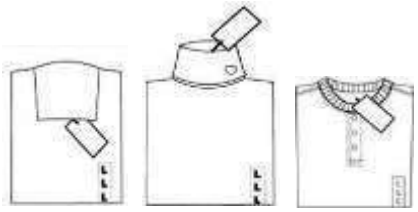
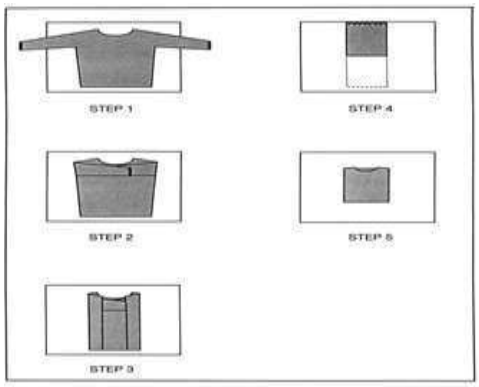
Appendix E: Apparel Folding Requirements

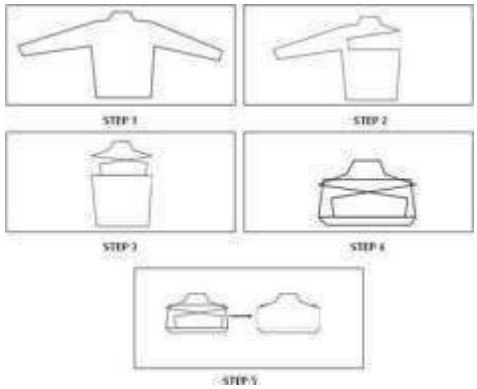
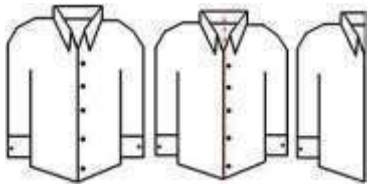
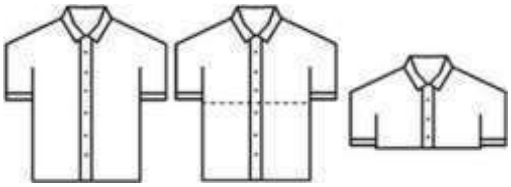
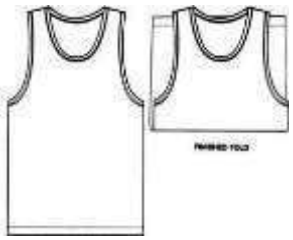
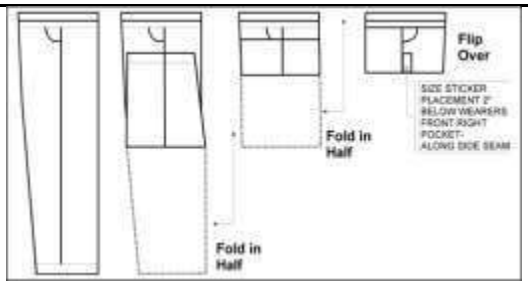
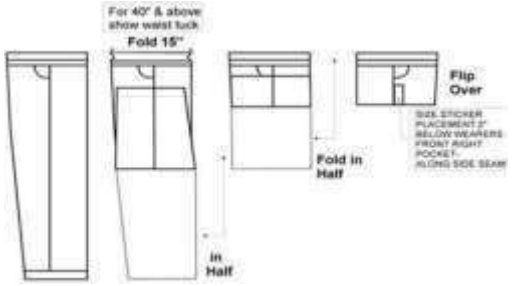
Garment Folding Requirements

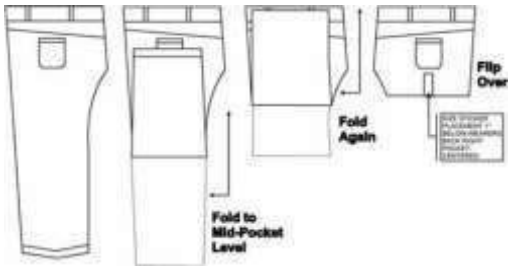
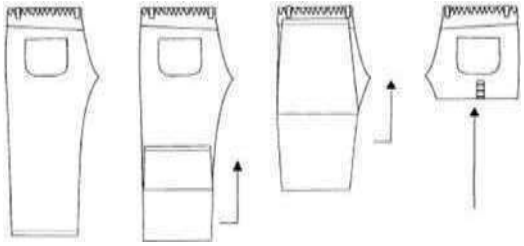
- Measurements listed are outside finished fold dimensions
- All Private and Exclusive brand vendors should reference onePLM, the On-Garment Packaging Application Guide, or contact your product development team for all fold directions by program.

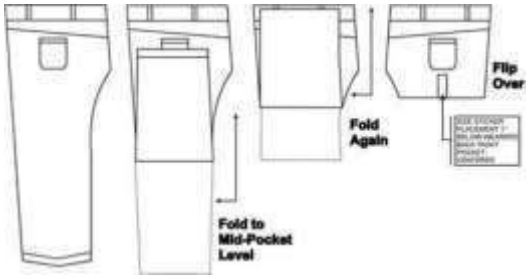
Tops Folding Specifications

CHILDREN'S AND MISSES TOPS	
Infant/ Toddler	7" W x Half Fold
Girls 4-6X, Boys 4-7	7 ½" W x 9 ½" L
Girls 7-16, Boys 8-20	9" W x 10 ½" L
Misses and Petites	9" W x 12" L
Plus Sizes	11" W x 12 1/2" L *All Plus Size bottoms should be side hung
ADULT AND CHILDREN'S LONG SLEEVE SWEATERS & FLEECE TOPS	
Adult sizes	11" W x 14" L
Girls 7-16, Boys 8-20	10" W
Boys & Girls 4-7	8 ½ - 9" W
Infant/ Toddler	7 1/2 " W
ADULT LIGHTWEIGHT SWEATERS	
Adult sizes	9" W x 14" L
MEN'S AND YOUNG MEN'S TOPS	
Knit, Turtlenecks, Woven Sport Shirts	11" W x 14" L
Packaged Woven Dress Shirts	9" W x 14 1/2 " L
*Direct any questions to buyer or product manager	

Merchandise Category	Folding Requirements	Example
Children's and Misses Top	• Use a 2" clear plastic attachment for children's crew necks • Use a 3" clear plastic attachment on adult crew necks • Use a 5" clear plastic attachment on all turtlenecks • Fold the neck forward on solid and print turtlenecks per below diagram • Roll the neck on embroidered turtlenecks per below diagram • Do not insert tissue paper in knit shirt programs	
Adult and Children's Long Sleeve Sweaters & Fleece Tops	• Do not use tissue paper in folded knit programs • Large sweaters may be tri-folded at step 4 below to meet finish fold size requirements	

Men's and Young Men's Updated Sweater	• Use updated sweater fold only if directed to use this fold by buyer or product manager • Lay sweater down face down • Fold right sleeve over to edge of sweater • Fold left sleeve over to edge of sweater • Fold bottom of sweater to neckline • Turn shirt over	
Men's and Young Men's Tops	• Do not use tissue paper in folded knit programs • Use a 3" clear plastic attachment on adult crew necks • Use a 5" clear plastic attachment on all turtlenecks • On short sleeve woven shirts, pull the cuff to the front and pin with one stainless steel pin.	
Men's and Young Men's Tops: Half Fold	• Place garment face down on a flat surface • Fold garment in half on the vertical axis	
Men's and Young Men's Tops: Euro Fold	• Place garment face down on a flat surface • Fold garment in half on the horizontal axis	
Juniors, Misses, Petite, & Plus Tank Top	• Do not use tissue paper in folded knit programs • Use a 3" clear plastic attachment on adult crew necks • Use a 5" clear plastic attachment on all turtlenecks • Place garment face down on a flat surface • Fold bottom of garment up to top of shoulder strap • Turn Tank Top over and place in poly bag	
Adult Casual Pant	• Casual pant programs with a table presentation must be folded according to the following guidelines to maintain consistency in our Men's and Young Men's Departments.	
Large Waist Adjustment	• Men's pants with 40" waist or larger must maintain a 15" waist when folded. Folding Directions: • Tuck in the front zipper seam and the back seat to achieve the 15" waist • Follow the standard pants fold.	

Denim Pant	• Use below fold for Men's, Young Men's, Misses, Juniors, Plus Sizes, Boys 8-20 and Girls 7-16 denim products that are merchandised in a folded presentation	
Infant/Toddler Bottoms: Standard	• Fold left and right legs together w/buttocks facing each other • Fold the legs up w/one fold (fold will be in half) • Turn the garment to face forward • Place into individual poly bags • No tissue paper is allowed	
Infant/Toddler Bottoms: Back Detail	• Used to call out pockets, stitching and hammer loops	
Infants/Toddlers: Bi-Fold	• Fold left and right legs together, with front sides facing in and backsides facing out • Fold the legs up w/one fold (1/2 fold) • The finished folded garment should be 10 to 10 1/2 inches in length • Front edges of garment are to the left, center back to the right Size Strips • Center size strip horizontally over the fold, if pocket placement allows. • Size strip cannot overlap pocket. Otherwise, start size strip 2 inches above the fold • Size strip should be 1 inch from the side seam (no longer centered)	
Children's Bottoms:Folded Denims and Twills	• Sizes 4 - 7 • Use a "modified" Tri-fold: • Fold left and right legs together, with front sides facing in and backsides facing out • Fold the legs up one-fourth • Fold up once more, about two-thirds, for the sizes 4 and 5 • Fold up to waist band for sizes 6 and 7 • The finished folded garment should be 10 to 10 ½ inches in length • Turn folded pant over with front edges facing to the right • Start the size strip 2 inches above the folded edge, pressing over the edge and to the back of the folded garment. Strips should be centered vertically as the graphic below is directing.	

“Big Kids” Bottoms:Folded Denims, Twills, and Knits	• Sizes 7 - 16 & Sizes 8 - 20 • Use a “modified” Tri-fold • Fold the left and right legs together, with front sides facing in and backsides facing out • Fold the legs to Mid-Pocket level • Fold up once more, bringing the folded legs up to the top of the waist band • The finished fold for this size range should be about 13 – 13 ½ inches in length, top to bottom. • Turn folded pant over with front edges facing to the right • Start the size strip 1 inch below wearer’s back right pocket - centered	

Appendix F: Hosiery/Cold Weather Accessory Folding Requirements

Merchandise Category	Folding Requirements	Example
Peds, Shorties, and Turn Cuffs:	• Place the two socks together. Metal clip together at the ankle opening • With heels to the left, place the Hang Tag ½” down from the toe end of the socks • Place the black J-Hook between the two toes, hook facing left • Inject through Hang Tag, socks and J-Hook • Place the Retail Gum/Content Label on the backside of the Hang Tag • Center the Retail Label above the Content Label, if they are two separate labels	
Anklets:Single Pack:	• Place two socks together and add metal clip at the toe end • With heels to the left, fold in half, at the heel. Toes to the back. • Insert Black Sock Hook into “Rider”.(Hook facing left.) Fold “Rider” in half on the scored lines • Insert ends of “Rider” inside the cuffs of the two socks • Inject through the four layers and “Rider”, ½” down from top of cuff. • Retail Gum/Content Label should be placed on the back side of the “Rider” • Center the Retail Label above the Content Label, if they are two separate labels	
Long Toe Socks:	• Place two Toe Socks together, back to back front sides out. (One right foot and one left foot to a pair.) • Metal clip the cuffs together. Fold pair in half, lengthwise • Insert black sock hanger, hook facing left • Place hangtag 1” down from the top fold • Inject through hangtag and all 4 layers with the appropriate length injector • Center the Retail Gum/Content Label on the back of hangtag. Center Retail Label above the Content Label if they are two separate labels	
TrouserSocks: Single Pair	• Fold in half • Apply black sock hanger with hook facing left • Apply Private Label Band 5”down from top of the hook. Overlap firmly on the back. Press on the front and back so adhesive will adhere • Apply the Retail-Content Label on the back side of the band. Center the Retail Label above the Content label, if they are two separate labels	
TrouserSocks: Multi-Pack	• As each pair is folded, adjust the fold so all cuffs hang at the same length when placed on the black “waterfall” hanger. Hook facing left • Apply the band 5” down from top of hook. Overlap firmly at the back of the bundle. Press on the front and back of the banded bundle so the adhesive will firmly adhere to the socks • Apply the Retail-Content label on the backside of the band. Center the Retail Label above the Content Label, if they are two separate labels	

Sonoma Casual: 3 Pack	• Fold each pair in half at the heel. • Hang on the individual rungs of the black, “waterfall” sock hanger. • Heels must be to the left. Hook facing left • Apply the Sonoma Band, 5”down from top of hook. Overlapping firmly at the back of the bundle. Press front and back of the band so adhesive will adhere to fabric • Apply the Retail Price Label on the back of band. Center the Retail Label above the Content Label, if there are two separate labels	
Sonoma Sport: 3 pack	• Fold each pair in half at the heels • Hang on the individual rungs of the 3 pair black “waterfall” sock hanger. Heels must be to the left. Hook facing left • Apply Sonoma Band, 5” down from top of hook, overlapping firmly on the backside Press the band, front and back so the adhesive will firmly adhere to the fabric • Apply the Retail-Content Label on the backside of the bundle, in the space that has been allotted. Center the Retail Label above the Content Label, if there are two separate labels	
Sonoma Sport: 6 pack	• Fold each pair in half at the heels • Hang on the individuals rungs of the 6 pair black hanger. Hells should face the center of the hanger. Hook facing left • Apply the Sonoma Band, 5” down from top of hook, and firmly overlap on the backside. Press the band, front and back so the adhesive will firmly adhere to the fabric • Apply the Retail-Content Label on the back. Center the Retail Label above the Content Label, if there are two separate labels	
Sonoma Sport: Shortie	• Stack 3 pair, with heels all to the left • Apply the Sonoma Band 5” down from top of hook, overlapping on the back side. • Press the band, front and back so the adhesive will adhere firmly to the fabric. • Inject ½” down from the toe tips, through 3 pair and the black J-Hook J-Hook must face left and be placed between pair #2 and #3 • Center the Retail-Content Label on the back side of band in space allotted	
Sonoma Sport 3 Pack Shortie:	• Stack 3 pair with heels all to the left • Place 2 stacks side by side • Inject down ½” from toe tips, through each stack • Apply the Sonoma Band, 5” down from top of hook, around the center of the bundle, overlapping firmly on the backside • Press band on front and back so adhesive will firmly adhere to the fabric • Center the Retail-Content Label on the back of the band in spaced allotted	
Sonoma Toe Capper: 3 Pack	• Insert one tab into each pair of toe cappers. • Center the Retail-Content Label on the back of the “Rider”. • Apply “Backless Shoe” sticker on to pair	
Knit Scarf	• Fold in half lengthwise • Fold in half lengthwise, once more • If tassels are present, allow tassels to hang below • Apply black scarf hanger. (Industry standard.) • Place Retail Hang Tag on front side of scarf, near bottom. Attach 5” from bottom right edge of scarf, with a 1” attachment. Should be 8” up from bottom of tasse NOTE: Vendor may purchase scarf hanger at resource of choice	
Knit Gloves/Mittens	• Place the two gloves/mittens with palms together • Place the Hang Tag and J-Hook between the two pieces • Inject through: • 2 gloves/mittens (through inside cuffs that touch each other) • Retail Hang Tag and J-Hook. All on one 1” attachment	

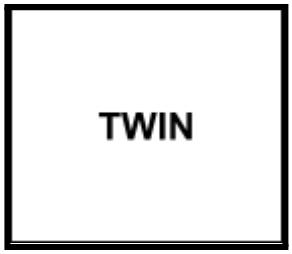
Knit Hats	• Insert a “hat shaped” cardboard piece inside the hats to help them hold their shape • Place the Retail Hang Tag on the front, near the top, center of the hat, with J-Hook on the back • Inject through the Hang Tag, cardboard insert, and J-Hook with one 1” attachment.	
Knit Headbands	• Place the Retail Hang Tag on the front, near the top • Place a small piece of cardboard (about 2” x 2”) inside the headband, beneath the Hang Tag • Place J-Hook on backside • Inject through Hang Tag, cardboard piece and J-Hook with 1” attachment.	

Appendix G: Hanging Merchandise Presentation

Merchandise Category	Hanging Presentation
Children’s Bottoms: Boys 4 - 20	• Boys size 4 – 20 denim, pants and shorts are HUNG OPEN with the front side facing out toward the customer. Open side of the hanger neck should face the wearer’s right • Boys dress pants should be folded on the crease as men’s dress pants are folded
Children’s Bottoms: Girls 4 – 16	• All girls pant and shorts, sizes 4 – 16 are HUNG OPEN with the front facing out toward the customer
Women’s Bottoms: Misses, Petites, Junior’s	• All fabrications, including denim, and styles for Misses, Petites, and Junior’s bottoms are HUNG OPEN, front side out facing the customer
Women’s Plus Sizes	• All fabrication, including denim, and styles for Women’s Plus Sizes non-belted bottoms are HUNG CLOSED with waistband folded in 1" on both sides with hanger and fly facing left. • All fabrications, including denim, and styles for Women’s Plus Sizes belted bottoms are HUNG OPEN, front side out facing the customer
Maternity	• All fabrications including denim, and styles for Maternity bottoms are HUNG CLOSED, folded on the crease
Men’s/Boy’s Active Shorts/Pants	• Men’s/Boy’s Active Shorts/Pants are HUNG CLOSED with logo facing customer
Men’s/ Boy’s Non-Active Bottoms	• All Young Men’s/ Boy’s non-active shorts/joggers are HUNG OPEN, front out

Appendix H: Home Goods Ticketing and Packaging Examples

Category	Example

• Sheet Size Sticker size is 1.8” wide X 1.8” long
• All sheet programs are required to use size stickers
• Size printed on sticker must match size of product (TWIN, FULL, QUEEN, KING or CAL KING)
• If obtaining from r-pac or Avery Dennison, the order numbers are:
  o KOH-9091-GN Twin
  o KOH-9092-GN Full
  o KOH-9093-GN Queen
  o KOH-9094-GN King
  o KOH-9095-GN Cal King
	

• Sheet Size Sticker Placement: Place size sticker on the Front Left edge on the Top of the Package	
• Sheet Ticket Placement Options	

Candles: Contents of carton must be packed in a way that prevents breakage while being processed through the EFCs/DCs and onto stores

Bad	Better	Best

Decor (Indoor and Outdoor): Contents of carton must be packed in a way that prevents breakage while being processed throughout the DC/EFC

- If cartons are to be split at the DCs, they must be small enough to fit in a tote and protected in their own packaging

Bad	Better	Best

Tabletop: Contents of carton must be packed in a way that prevents breakage while being processed in the DC/EFC

- If cartons are to be split at the DCs, internal pieces need to be packaged to protect them when placed in totes with other items.

Bad	Better	Best

Soft Home: Carton strength needs to withstand the transportation process while maintaining its shape. Ex: bedding, pillows, pet beds

- If the carton is overstuffed or corrugate is weak, sides will bulge making them non-conveyable
- If cartons are to be split at the DCs, they must be small enough to fit in a tote and protected in their own packaging

Bad	Better	Best

Appendix I: Label Information for Fine Jewelry

Kohl's fine jewelry label program enhances customer service. Customers are able to identify all regular price points on fine jewelry product from outside the caseline.

- All fine jewelry vendors (Depts 127, 427, 527 & 827) are included in the fine jewelry label program.
- Fine Jewelry Label Supplier:
- Paxar Corporation Ordering Numbers:
  - 406030 (Box Label for Jewelry)
  - 406032 (Dumbbell for chains and bracelets)
  - 406034 (Rattail for rings)

General Guidelines

- This is a secondary label applied to fine jewelry product
- Vendors must also place a retail ticket with UPC, dept/class/subclass, and price point information on each item
- Vendors may use their supplier of choice for the primary retail ticket (ticket with the UPC bar code)
- Secondary regular price point labels must be purchased through Paxar
- Labels are printed in Arial 9-point font

- Adjust font size if necessary due to description length on box or ring programs
- Labels have a patterned gum label to avoid sticking to the product
- Label placement is critical, and is illustrated in the photos on the following pages
- Label Placement:
  - Boxed Products
  - 406030 Label (Box Label)
  - Box label indicates regular price point to Kohl's customers
  - Apply box label to all boxed jewelry product
  - Apply box label on the bottom right-hand corner of the box insert
- Diamond Boxed Product
  - Add a second label to the bottom left-hand corner of the box insert on diamond boxed product
  - If diamond product is 1/10 carat or higher, apply sticker stating carat weight
  - If diamond product is less than 1/10 carat, apply sticker stating "Diamond Accent"
- Gemstone Boxed Product
  - Add a second label to the bottom left-hand corner of the box insert on gemstone boxed product
  - Second label indicates the type of gemstone and indicates if the gemstone is genuine or created
  - Chains and Bracelets
  - Follow direction as given by buying office when labeling chains and bracelets.
  - Buying office will advise if this label is to be used: 406032 labels (dumbbell label). .
  - Dumbbell labels include regular price point and chain length on one label for customer convenience
  - Lay the chain or bracelet flat
  - Place the dumbbell label approximately 1/3 of the way down from the top of the chain clasp with the regular price on the left side of the chai
- Rings
  - Follow direction as given by buying office when labeling rings.
  - 406034 labels (ring rattail). Buying office will advise if this label is to be used.
  - Ring rat tails allow customers to see the regular price point on rings displayed in trays.
  - Apply the ring label to the base of the ring as shown below
  - When displayed in the ring tray, the regular price point sticker will lay flat due to the patterned gum adhesive

Appendix J: Hanger Requirements

Approved Hanger Suppliers - Adult, Kids, Men's/Boys & Swim

CWS	https://cwshanger.com	**Prosperity Hanger**	https://prosperityhanger.com
GOH	https://www.goh-intl.com	**SSI**	https://www.ss-intl.com
Hangerlogic Global Group	https://hangerlogic.com	**Uniplast**	https://uniplastindustries.com
JDM Sorting, LLC	https://jdmsorting.com	**Visconti**	https://viscontihangers.com
Mainetti	https://www.usa.mainetti.com		

Hanger Application

- Kohl's program hanger and sizer apply to soft lines apparel which are displayed in hanging format in stores
- Crown sizers must be added to hangers for adult apparel programs
- Apply side tab sizer to hangers for children's apparel programs
- Do not apply any type of foam covering on hangers if the foam is visible when the garment is hanging
- Mini foam strips that are covered by the garment may be applied to the shoulder of the hanger if necessary

Hangers are NOT allowed on E-commerce apparel shipments. There are a few exceptions to this rule, which are the following categories for E-Commerce apparel: Blazers/sport coats, suit separates, leather and wool outerwear, special occasion dresses

Hanger Program for Adult Product

- Use 584 sweater hangers in place of 484 top hangers when needed to prevent marks or garment shoulder slippage
- Only Kohl's approved paper loops are an acceptable means to bind / secure hangers together where necessary – some examples of unacceptable means to bind / secure hangers together are rubber bands, tape and plastic twist ties, or any means that ties the hangers together
- Hangers may be anchored to the internal sides of the carton when needed to prevent shifting
- When using carton liners, hanger hooks do not need to be exposed
- When using poly bags, hanger hooks need to be exposed

Hanger Carton Packing

- Lay garments head-to-toe in the carton, alternating the direction of the garments as needed
- Do not place garment into the carton in a wrinkled manner, as the wrinkles will become permanent in transit
- The carton should be only 1" to 1½" wider than the size of the hanger
- Hangers must fit squarely in the cartons (not at an angle)
- Adjust your carton length and height according to the size of the pack

Cardboard Bridge

- A cardboard bridge may be used in the carton to remove some of the pressure on garments in the bottom half of the carton.
- Use a "bridge" in carton packing for special fabrications that may become very wrinkled or crushed from the excess weight and pressure of other garments (Recommended for cartons with 12 or more pieces of special fabrications (silk, moleskin, velvet, etc.)
- The cardboard used can be of a single corrugated quality
- Ends of the "bridge" are left open so there should be no need for a larger length in the outer carton, and no more than ¼ to ½ inch wider in width
- Please note that hangers should still be put in the garments

Adult Hangers

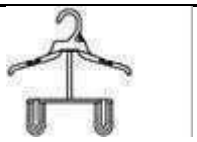
Approved Adult Hanger Suppliers: As found at the beginning of Appendix J					
Adult Hanger Material and Color Requirements: Hanger Profile: West Coast Turnable Ball End Wire Hook, Matte Black in Color			**Material: Polypropylene or Polystyrene**		
Product Category	**Size Suggestions**	**Hanger Description**	**Style#**	**Maximum Garment Weight**	**Hanger Profile**
Tops (Including sleepwear and day wear)	Missy, Juniors, Men's, Young Men's	17" Top	484	2 lbs	
	Girls 7-16	15" Top	485	2 lbs	
	Plus Sizes, Men's Big & Tall	19" Top	479	2 lbs	
Sweaters	Petite Small Sizes	15"	585	1.5 lbs	
	Missy,Juniors, Men's	17"	584	2 lbs	
	Plus Sizes, Men's Big & Tall	19"	579	2 lbs	
Jackets/Blazers 5.25" hook only	All Adult		3328	5 lbs	
			3329	5 lbs	
	Men's,Young Men's	19"Classic Coat	3320	5 lbs	
Leather Outerwear (Leather, suede and micro fiber)	Missy, Juniors	17"Molded Coat	393	4 lbs	
	Men's,Young Men's	19"Molded Coat	396	4 lbs	
Bottoms (Pants, shorts and skirts)	Girls 7-16	10" Pinch Grip	6010	1 lbs	
	Missy,Juniors, Men's, Young Men's	12" Pinch Grip	6012	1 lbs	
	Plus Sizes, Men's Big & Tall	14" Pinch Grip	6014	1 lbs	
Leather Bottoms (Fine fabrics, leather and nylon)	All Adult	12" Soft Pad	6212	1 lbs	
Heavyweight Bottoms (Cargo pants and heavy denim)	Missy, Juniors, Men's, Young Men's	12"Long Jaw Pinch Grip	7012	1.2 lbs	
	Plus Sizes, Men's Big & Tall	14"Long Jaw Pinch Grip	7014	3 lbs	
Crown Sizer (Use with all black wire hook hangers)	All Adult	4-SidedPrint Crown Sizer	CS1Q		

Coordinate sets/sleepwear sets: use a top and a bottom hanger. Crown sizer on top hanger only.
Maximum garment weight should be determined using the largest size of a garment style. Garment weights must be considered when selecting hangers.
It is approved to use either C beam or I beam hangers.

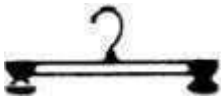
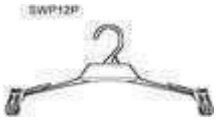
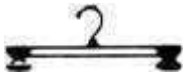
Men’s/Boy's Hangers

Approved Men’s/Boy’s Hanger Suppliers: As found at the beginning of Appendix J				
Hanger Profile: Black Metal Ball-end Hook, Black Hanger				Material: Polypropylene or Polystyrene
Product Category	**Size Suggestions**	**Hanger Size**	**Style#**	**Hanger Profile**
Jacket/Sport Coats	Boys 4-7	12" Narrow Shoulder	2520KL	
	Boys 4-7 / Boys 8-20	14" Narrow Shoulder	2540KL	
	Boys 8-20 / Men's	16" Narrow Shoulder	2560KL	
	Boys 8-20 / Men's	17" Narrow Shoulder	2565KL	
	Men's	18"/19” Narrow Shoulder	2570KL	
	Men's Big & Tall	20" Narrow Shoulder	2590KL	
Suit Hanger	Boys 4-7	12" Narrow Shoulder	2524KL	
	Boys 4-7 8-20	14" Narrow Shoulder	2544KL	
	Boys 8-20 / Men's	16" Narrow Shoulder	2564KL	
	Boys 8-20 / Men's	17" Narrow Shoulder	2567KL	
	Boys 8-20 / Men's	18" Narrow Shoulder	2574KL	
Vest Hanger		16" Vest Hanger	3926KL	
Sets (Boy's set hanger, goes over the hook (on top of sizer) of the Jackets hangers)		8" Soft Pad Drop Hanger	5859KL	
Bottoms	Dress Pants	10" Pinch Grip	5850KL	
	Dress Pants	12" Pinch Grip	5852KL	
	Dress Pants	14" Pinch Grip	5854KL	
	Suit Pants	10" Soft Pad Pinch Grip	5860KL	
	Suit Pants	12" Soft Pad Pinch Grip	5862KL	
	Suit Pants	14" Soft Pad Pinch Grip	5864KL	
Over-the-Hook Sizer	All jacket, sport coat, suit and vest hangers	Top Hanger Sizer	9976KL	
	All bottom hangers	Bottom Hanger Sizer	9975KL	
Brand Plates (applied to all dress hangers in program)	All brands	Apply to jacket/suit and pant hangers	Multiple	

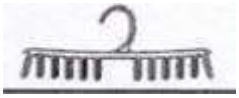
Kids Hangers

Approved Kids Hanger Suppliers: As found at the beginning of Appendix J				
Hanger Profile: Molded, Fixed Hook--Snow White Color			**Material: Polypropylene**	
Product Category	**Size Suggestions**	**Hanger Description**	**Style#**	**Hanger Profile**
Tops (Shirts, Blouses, Tanks, Tees, Dresses, Sleepwear, Jumpers)	Infant	10" Top	495	
	Toddler	12" Top	496	
	Boys 4-20 Girls 4-16	15" Top	472	
	Optional for Boys 4-20 Girls 7-16	17" Top	467	
Outerwear (Outerwear and heavyweight fleece)	Toddler, Girls 4-6x Boys 4-7	15" Heavyweight Top	476	
	Girls 7-16 Boys 8-20	17" Heavyweight Top	470	
Bottoms (pants, shorts, skirts)	Newborn-3 months	6" Pinch Grip	6106	
	Toddler, Girls 4-6x, Boys 4-7	8" Pinch Grip	6108	
	Girls 7-16 Boys 8-20	10" Pinch Grip	6110	
Heavyweight Bottoms (Cargo pants/ heavy denim)	Girls 7-16 Boys 8-20	10"' Long Jaw Pinch Grip	7110	
Two Piece Sets (Frame Hangers must be approved by the buyer)	Newborn Sets	10" Frame	951	
	Infant Sets	12" Frame	959	
(Use with Tops Hangers listed above)	Toddler, Girls 4-6x Boys 4-7	8" Drop Loop	9408	
	Girls 7-16 Boys 8-20	10" Drop Loop	9410	
Infant Dresses	Infant	10" Set with 4" Drop and Bottom Clips	410	
Size Indicators (Use with all plastic hook hangers for children's wear. Must be child resistant)	All Kids	Side Clip-White with Black print	KH41	
Connector (Used with 3 pc sets)	All Kids	2"	2" Connector	
Hanger Profile: Clear intimate hanger with colored top sizer			**Material: Styrene or Styrene Blend**	
Product Category	**Hanger Model**	**Sizer Model**	**Hanger Profile**	
Girl's Intimate Apparel (Molded plastic hook; Use with bras)	GS19 with Cap Sizer	Top sizer		

Swimwear Hangers

Approved Swim Hanger Suppliers: As found at the beginning of Appendix J				
Adult Hanger Material and Color Requirements: **Hanger Profile: West Coast Turnable Ball End Wire Hook, Matte Black in Color**			**Material: Polypropylene or Polystyrene**	
Children's Hanger Material and Color Requirements: **Hanger Profile: Molded, Fixed Hook--Snow White Color** **Use side sizer indicators for children's plastic hook hangers**			**Material: Polypropylene**	
Product Category	**Gender and Size Category**	**Hanger Description**	**Style#**	**Hanger Profile**
Two-Piece Swim Sets	Missy	12" Soft Pad Hanger	6212	
	Plus Size	14" Soft Pad Hanger	6214	
	Girls 7-16	10" Swimwear Set Hanger w/ Soft Pad	8310	
	Girls 4-6x, Toddler & Infant	8" Swimwear Set Hanger (Soft Pad - 8308)	8108	
Three-Piece Swim Sets *Connect to two-piece hanger listed above. Apply crown sizer to top hanger only.*	Missy	12" Drop Loop Bottoms Hanger	9412	
	Plus Size	14" Drop Loop Bottoms Hanger	9414	
Swim Separates & One-Piece Suits	Missy, Juniors & Plus Size	10" Soft Pad Hanger	6210	
	Girls 7-16	10" Pinch Grip	8112	
	Girls 4-6x, Toddler & Infant	8" Pinch Grip	6108	
Swim Trunks	Men's/Young Men's	12" Pinch Grip	6012	
	Boys 8-20	10" Pinch Grip	6110	
	Boys 4-7	8" Pinch Grip	6108	
Crown Sizer *(Use with all black Adult wire hook hangers)*	All Adult	4-Sided Print Crown Sizer	CS1Q	
Size Indicators *(Use with all plastic hook hangers for children's wear. Must be child resistant)*	All Children's	Side Clip White with Black Print	KH41	

Intimates Hangers

Approved Intimates Hanger Suppliers: As found at the beginning of Appendix J				
Hanger Profile: Molded Fixed Hook, C Section, Clear in Color			Material: Styrene or Styrene Blend	
Product Category	**Size Suggestions**	**Hanger Description**	**Style#**	**Hanger Profile**
Intimate Apparel (Molded plastic hook; Use with bras, panties, slips)	Missy/Junior	10" Intimate Top/Bottom 10" Intimate Top 10" Intimate Bottom	GS19	
	Plus Sizes	11" Intimate Top/Bottom	GS11	
	All Ranges	10" IntimateWrap Bottom (Comb)	CW87	
	All Ranges	10" Three Pair Panty Hanger	W345	
		10" Logo	If approved only	

Approved Size Ranges and Colors	
Pantone 409	30AA, 32AA, 34AA, 36AA
Pantone 486	30A, 32A, 34A, 36A
Pantone 563	32B, 34B, XS, XS 4/5
Pantone 142	S 6/6X, S
Pantone 522	M 7/8, M
Pantone 4665	L 10/12, L
Pantone 472	XL 14/16, XL

Appendix K: Crown Sizer Requirements

- Bottoms with both a waist and length size should use the waist only crown sizer
- Use the crown sizer that matched the size transmitted on your EDI purchase order
- Exception: HangerLogic sizers are required for Depts. 157, 346, 356, 456, 556
- Color: Black with White Paint

One size	XS/S	S/M	M/L	L/XL						
00	0	1	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	16	17	18	
19	20	22	24	25	26	27	28	29	30	
31	32	33	34	35	36	38	40	42	44	
46	48	50	52	54	56					
XS	S	M	L	XL	XXL	XXXL	1X	01/1X	2X/3X	
2X	3X	4X	2XL	3XL	4XL	OX Short	2XB	3XB	4XB	
P XS	P S	P M	P L	P XL						
29x30	30x30	32x30	33x30	34x30	36x30	38x30	40x30			
29x32	30x32	32x32	33x32	34x32	36x32	38x32	40x32			
	30x34	32x34		34x34	36x34	38x34				
				34x36	36x36	38x36				
The following can be added to the end of the size to create the size reflected on the EDI transmission:										
AVG	BIG	LONG	P	P LONG	P AVG	P SHORT	SHORT	SLIM	TALL	WIDE

Sizer Abbreviation Key									
XS	Extra Small	S	Small	M	Medium	L	Large	XL	Extra Large
XB	Big & Tall	P XS	Petite Extra Small	P S	Petite Small	P M	Petite Medium	P L	Petite Large

AVG	Average	P	Petite	P Long	Petite Long	P Avg	Petite Average	P Short	Petite Short
W	Women	W Long	Women Long	W Avg	Women Average	W Short	Women Short		

Appendix L: Gaylords

Shipment of Gaylords applies to specific programs as identified by Kohl's. Notification of gaylord shipping will come from your contact in the buying office. Permission to ship gaylords must be granted by Kohl's.

Gaylord Dimensions:

- 46.5" Long x 39.5" Wide x 37" High (most common) or 48.5" Long x 41" Wide x 42.7" High
- Gaylord weight should NOT exceed 650 lbs (295 kg)

Gaylord Packaging:

- All gaylords must be shipped on a wooden or plastic pallet (non-corrugated pallet)
- Pallets must be treated per U.S. Customs' requirements if importing into the U.S.
- Corner posts must be added to increase durability and must be able to withstand transportation
- Gaylord must have a lid to protect product (Do NOT place GS1-128 label on the lid)
- Gaylord should have a GS1-128 label in the upper right hand corner on all 4 sides
- Once completely enclosed, gaylord must be bound together using plastic strapping material and edge angles to prevent damage. Once strapped, gaylord should be sealed with stretch wrap
- Gaylords should be stacked in containers or trailers to utilize as much space as possible

Appendix M: Masterpacking (DC Order Consolidation) (only if approved)

Vendors must contact their merchant partners and vendor.services@kohls.com to review master packing requirements prior to moving to master packing

Definition:

- Pack by Store (PBS) and/or Bulk orders that are too small to meet the minimum size and weight carton requirements may be consolidated into a larger carton at the PO/DC level
- Order Consolidation may be used in combination with cartons that meet Kohl's minimum carton requirements
- Master packing does not apply to Kohl's Direct Imports/Private Brands or Landed PO's

Benefits of Consolidation DC Orders to Kohl's:

- Reduces excess corrugated cardboard & decreases transportation cost though improved cube utilization

Program Requirements:

- The master carton is used to consolidate orders at the DC/EFC level
- The carton count on the Bill of Lading should be equal to the total number of master/outer cartons
- "MASTER PACK" or "EFC MASTER PACK" should be indicated on the BOL
- Masterpack BOLs should indicate total quantity of master/shipping cartons, not quantity of inner packs
- The ASN should reflect the "carton" data based on the GS1-128 labels
- Master cartons should be labeled with a GS1-128 carton label with the phrase "MASTER PACK" in place of the SSCC-18 barcode
- Orders that include quantities sufficient enough to meet both the minimum carton weight and dimension requirements should be packed separately in their own conveyable corrugated cartons and labeled with GS1-128 carton labels
- For order consolidation that exceeds one master carton, each master carton must be labeled "carton number" of "total number" of master packed cartons at the PO level Ex: PO 1234567 carton 1 of 10
- Kohl's Store to DC Association should be used

Inner Carton:

- Each inner pack within the master carton must be individually GS1-128 labeled
- The SSCC-18 barcode on the GS1-128 label must not be folded around the edges of the inner pack

Acceptable packaging material for inner store orders:

- Polybags and Envelopes are preferred
- Poly bags and envelopes must be perforated to allow for ease of opening
- Polybags may be zip top, heat sealed or taped (Do NOT use GS1-128 label to seal the polybag)
- Corrugated cartons

Pack by Store (PBS) PO - Masterpack Guidelines (can *only* be used for Brick & Mortar POs)

PBS Master Carton

- Master cartons containing Pack by Store orders must be labeled with content label(s) that list the store orders in sequential order

PBS Inner Cartons

- Inner store orders should be packed in sequential order, top to bottom or front to back, both within each master carton and across all master packed cartons
- All units for a store must be packed within the same master carton, preferably within the same inner pack

Bulk PO – Masterpack Guidelines (for Brick & Mortar or E-Commerce POs)

- Each inner pack should be single-SKU meaning that all quantities for an individual SKU inside the master carton must be inner packed together
- Individual skus must be separated, with clear division between them, within the carton
- Apparel should be polybagged by SKU
- Boxed items should be polybagged or clearly divided by using plastic or corrugated dividers to clearly separate skus from one another. Layers of boxes inside a cartons without a barrier/divider between them is not acceptable

Masterpack GS1 Example (if applicable)

Bulk Masterpack Format	
From: Acme Supplier 123 A Street Chicago, IL 60611	**To:** Kohl's Inc. Dist. Center #800 456 B Street New York, NY 11768
Ship To Postal Code (420) 11768	**Carrier:** Acme Freight Pro# 1234567 Bill of Lading 123456789123
PO #: 1234567 Dept: 123 Units: 12	
For: (91)000800	**00800**
MASTER PACK	

Appendix N: Third Party EDI Providers and GS1-128 Label Providers

The following lists are for informational purposes only. They are not inclusive of all providers, nor are meant to be recommended or required vendors for services provided.

EDI Service Providers

SPS Commerce
https://www.spscommerce.com
support@spscommerce.com
1-888-739-3232

True Commerce
https://www.truecommerce.com
sales@truecommerce.com
1-888-430-4489

Mercury Commerce
https://www.mercury-commerce.com
info@mercury-commerce.com
212-307-7001

Open Text
https://www.opentext.com
support@opentext.com
1-800-499-6544

DataTrans Solutions
https://datatrans-inc.com
info@datatrans-inc.com
1-800-444-4947

GS1-128 Label Providers

SPS Commerce
https://www.spscommerce.com
support@spscommerce.com
1-888-739-3232

Label IT (Label Interactive Technologies)
https://streamlinelabels.com
info@labelitus.com;
jazmink@labelitus.com
727-546-4500

Avery Dennison
https://www.averydennison.com
rbis.americas@averydennison.com
440-534-6000

Bar Code Graphics
https://www.orderbarcodes.com
orders@orderbarcodes.com
800-662-0701

r-pac
https://www.r-pac.com
susan.leitel@r-pac.com
262-219-2031

Velocity Group International
support@velocitygroupintl.com
https://velocitygroupintl.com
1-877-750-3390