**VENDOR COMPLIANCE EMAIL UPDATE FORM**

Kohl’s provides individual notifications as well as weekly statements to our vendor partners electronically through a designated email address. The designated email address is determined by an administrator at your company. Incomplete or incorrect forms will be rejected.

**Email Address Format Instructions**:

* **The email address must follow the format of** [**kohlscompliance@vendorname.com**](mailto:kohlscompliance@vendorname.com)
* An administrator from your company will need to designate the “vendorname” portion of your email address.
* Itis the responsibility of your firms Information Technology (IT) team to establish the designated email address.  Once established your firm’s responsible for maintaining an internal distribution list with any changes to the parties that should be receiving these notifications.

**Form Instructions**:

1. Complete the below form for each vendor (separate duns number) that currently has business with Kohl’s. Submit the completed form to Kohl’s at [Vendor.Compliance@kohls.com](mailto:Vendor.Compliance@kohls.com)
2. The Kohl’s Vendor Compliance Email Update Form will only be accepted as an attachment. Do not copy content directly into the body of an email.
3. Include your company name and “Email Update Form” in the subject field

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| **Vendor Name:** |  |
| **Duns #:** |  |
| **Vendor Compliance Email Address:** | KOHLSCOMPLIANCE@ |
| Email Address Administrator | |
| **First Name:** |  |
| **Last Name:** |  |
| **Title:** |  |
| **Phone Number:** |  |

For any questions regarding completion of this form, email set-up, and/or compliance, please contact Kohl’s Vendor Compliance group at [Vendor.Compliance@kohls.com](mailto:Vendor.Compliance@kohls.com)