

KOHL'S



2026 VENDOR INFORMATION PACKET

January 2026

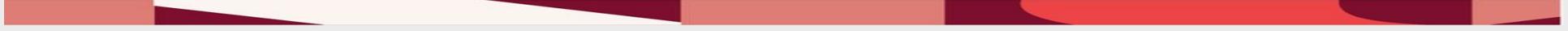


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Order Life Cycle

The **Order Life Cycle** outlines the process steps, identifies the system tools used at each stage, and specifies points of contact for support. Each process is managed by the appropriate Procurement team based on the project type: Capital/Strategic Initiatives or New Stores.

	Pre-Work	Oracle	Kohl's Google Doc	Uber Freight (formerly Transplace)	Service Channel	Kohl's Contact
Request for Quote (RFQ)/Award/ Forecast	X					Project Manager/Buyer
Extraction/Order Release/Vendor All Items List (AIL)		X				Project Manager/Buyer
Acknowledgement		X				PUR-VendorRelations@kohls.com
Kohl's Production Tracker Early/Delayed Shipment			X			PUR-VendorRelations@kohls.com
Labeling/Routing Shipping				X		PUR-VendorRelations@kohls.com
Advanced Shipping Notice (ASN)		X				PUR-VendorRelations@kohls.com
Issue Resolution					X	Project Manager/Buyer
Invoice		X				PUR-VendorRelations@kohls.com

Oracle (Kohl's Financial System)



Extraction/Order Release

Via email (PDF) or available on the Oracle Supplier Portal



Acknowledgement

Required within 48 hours of receipt of order



Supplier Initiated Change Order

(if applicable) Promised Delivery Date, Pricing, Quantity



Advanced Ship Notice (ASN)

Required within 48 hours of shipment



Invoice

Acknowledgement & ASN are required prior to invoicing.

Oracle Supplier Portal

Oracle Cloud Supplier Portal is a web based ordering system used to transact between Kohl's and its business partners.

URL: <http://eike.fa.us2.oraclecloud.com>

Purchase Orders (POs) will be sent via email and simultaneously made available in the Supplier Portal. Kohl's recommendation is that all vendors log into the Supplier Portal on a daily basis. Email communication of POs must not be used as the sole method of verification to confirm order receipt. Suppliers are required to log into the Supplier Portal to acknowledge and confirm receipt of all POs.

Vendor Access

A group email address is required for all PO communication. In addition, a list of all individuals that need access to the Supplier Portal, along with their titles and email addresses should be sent to PUR-VendorRelations@kohls.com. **Note: login credentials should never be shared with multiple users.** If you have forgotten your Username/Password, refer to the **Troubleshooting Supplier Access Job Aid** for password reset instructions.

Email Communication

- Group email addresses are used for all PO correspondence.
- Emails and their attachments may be as large as 60MB.
- PDF version of the PO includes all order attributes (delivery criticality, labeling details, delivery addresses, change order details).
- Confirm with your technical security or email administration team to ensure all emails from the Oracle domain are whitelisted and will be accepted by your company (domain: mail.us2.cloud.oracle.com & ejke.fa.sender@workflow.mail.us2.cloud.oracle.com).

New in
2026

Kohl's Production Tracker

The **Kohl's Production Tracker** has been redeveloped from a shared document into a vendor-specific tracker, which will be updated and distributed to vendor contacts for all active projects. This document captures both forecasted milestones and actual completion dates, providing a single source of visibility for vendors and Kohl's project managers. Vendors are expected to review and update the tracker on a weekly basis.

What to do each week:

1. Open the Kohl's Production Tracker Google Sheet you will receive beginning February 2026. The Google Sheet will be named: **<Vendor Name> – Kohl's Production Tracker**.
2. Go to the **UPDATE** tab.
3. Reference columns **A–F**. These columns are populated by the AIL and locked:
A - Procurement Project Name; B - Vendor Name; C - Buyer Name; D - Unique Store Count; E - Original Order Date; F - Requested Delivery Date
4. Update Columns **G–T** (see below). These are the milestone and logistics dates/text Kohl's requires each week. The exact column set may vary by program. Note: All date fields require MM/DD/YYYY (e.g., 09/15/2025). The sheet will reject invalid dates.
5. Enter updates by **Wednesday 4:00 PM CT**. Kohl's downloads changes weekly.
6. The AIL is refreshed and shared on Monday, and is then synced to the Kohl's Production Tracker after the Wednesday cutoff.

Vendor Columns:

- G: US Port to be used (free text) – port to receive container; N/A for domestic production
- H: Rev Est/Actual Production Start (date) – If production has started, enter actual date; otherwise, the revised estimate.
- I: Est of when Production Complete (date) – Estimate at start of project; never changes
- J: Rev Est/Actual Production Complete (date) – Enter revised or actual when known
- K: Est Containers leave China – Rev (date) – Estimate at start of project; never changes
- L: Est/Actual Containers leave China (date) – Actual once sailed
- M: Date Final Container Cost Confirmations Received (date) – When final cost is confirmed
- N: Est of when containers arrive at the US port (date) – Estimate at start of project; never changes
- O: Rev Est/Actual of when containers arrive at the US Port (date) – Revised/Actual upon arrival
- P: Est of when containers arrive at facility (date) – Estimate at start of project; never changes
- Q: Rev Est/Actual of when containers arrive at facility (date) – Revised/Actual upon arrival
- R: Freight: Date routed in Transplace/Logistics (date) – Actual date routing entered
- S: Start Ship (date) – Date to start shipping based on requested delivery date
- T: Last Reviewed/Updated Date (date) – Date sheet was reviewed/updated

Purchase Order Detail Communication

Purchase Orders

Purchase Orders (PO) will be sent via email to the provided group email address, but are also available on the Oracle Supplier Portal.

It is our recommendation that all vendors log into the Oracle Supplier Portal on a daily basis.

Reliance on email PO communication should NOT be the only method of verification that orders have been issued to vendors.

PDF versions of the orders are received by email or are available within the Oracle Supplier Portal and should be reviewed for all order attributes (delivery criticality, labeling details, delivery addresses, change order details).

All Items List (AIL)

The AIL is an Excel file that contains the same order attributes previously communicated via PDF. This format allows vendors to more easily organize orders through filtering, sorting, and other Excel functionality.

AILs are emailed to the vendor group email address on file whenever a purchase order is issued or revised.

Emails and their attachments may be as large as 60MB.

High-volume vendors that require an AIL more than once after PO release should reach out to the Procurement PO Buyer.

Purchase Order Acknowledgement

Pending Supplier Acknowledgement status indicates acknowledgement is required by the vendor in the Supplier Portal.

Purchase Orders (POs) are to be acknowledged in the Oracle portal within **48 hours** of receipt.

POs must be acknowledged before vendors are able to submit an ASN and invoice in order to allow POs to be pushed to Uber Freight for routing.

Refer to **[Acknowledge PO from Supplier Portal Job Aid](#)** for specific process details.

All established vendors should have access to Uber Freight, initiated by the vendor set-up process. If you do not have access, please email PUR-VendorRelations@kohls.com for further information.

DO NOT EVER reject a PO in the Supplier Portal. Requests for modifications to the orders are to be managed via the Supplier Initiated Change Order process. If a PO has been inadvertently rejected, contact the Procurement Buyer immediately for a replacement PO.

Supplier Initiated Change Orders are to be submitted for adjustments such as pricing, quantity and promised delivery date. Ensure the Kohl's Production Tracker is also updated with any Delivery Date changes.

Currently Oracle does not offer mass upload capabilities for Order Acknowledgments.

Document Statuses	Description
Pending Supplier Acknowledgement	When a document has been approved by Kohl's and is awaiting acceptance by the vendor
Open	Post Supplier Acknowledgement in the Supplier Portal
Rejected	NEVER reject a PO. Rejecting a PO locks the PO from further transactions and requires a NEW PO to be issued.
Closed for Receiving	An ASN has been uploaded in the Supplier Portal; an invoice has not been submitted in the Supplier Portal
Closed for Invoicing	An invoice has been uploaded in the Supplier Portal; an ASN has not been submitted in the Supplier Portal
Closed	All the lines on a PO are received and invoiced
Cancelled	When a PO is cancelled

Supplier Initiated Change Order with BPA

Purchase Orders (POs) associated with a Blanket Purchase Agreement (BPA) must be updated and approved by the Kohl's Procurement Buyer that issued the PO.

Vendors **CANNOT** submit Supplier Initiated Change Orders for POs with BPAs.

POs must be in an **Open** Status to allow Procurement to update a BPA. The Vendor must acknowledge all POs within 48 hours of receipt. Acknowledgement of a PO is used as confirmation of receipt by the vendor it was issued to.

DO NOT reject a PO as it will require a new PO to be issued.

Review the PDF Copy of the PO received via email - under each line item, if a BPA is associated with the PO it will show - This line references Document (Blanket Purchase Agreement) BPAXXXXXX. Vendors should email the Procurement Buyer associated to the PO for price corrections. Kohl's Procurement will update the BPA if required, a change order will be issued and will need to be acknowledged.

BPA (Column T - Source Agreement) can also be located on your project AIL.

Note: Requested and Promised Dates correspond to the date when goods are to be shipped

Customer Number	Account	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
		001041105			Origin	KOHL'S ROUTING GUIDE

Buyer

Michelle Lee Steuber
 Michelle.Steuber@kohls.com
 Phone 1-262-703-2012

Additional Information	
Attribute Name	Value
Procurement Plan Name	2026_SPECIAL_PROJECT_BEAUTY_SEPHORA_SPRING_RETROFIT
Special Instructions	Order for billing only. All orders are to be confirmed via Oracle Supplier Portal
Project Wave	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	SHELF,BASE,FULL LENGTH, SEPHORA,FLOOR GONDOLA SEP-FGSS		393	EACH		
Line Total						
2	SHELF,STANDARD,FULL LENGTH,SEPHORA,FLOOR GONDOLA SEP-FGSS		393	EACH		

Note: Please refer to table at end of the report to identify shipment dates, locations and quantity.

This line references Document (Blanket Purchase Agreement) BPA001871.

BPA (Source Agreement) PO Header - Supplier portal PO view.

Purchase Order: PO View PDF Actions Refresh Done

Menu

General

Procurement BU	Kohl's US BU	Supplier	VASIVANI INC	Ordered	
Requisitioning BU	Kohl's Purchasing	Supplier Site	FPURCH_1	Total Tax	0.00 USD
Sold-to Legal Entity	Kohl's, Inc.	Supplier Contact		Total	
Bill-to BU	Kohl's US BU	Communication Method	E-Mail	Description	2026_SPECIAL_PROJECT_BEAUTY_SEPHORA_SPRING_RETROFIT
Order		Communication Email		Requisition	Multiple
Status	Open	Bill-to Location	KOHL'S DEPARTMENT STORES	Source Agreement	BPA001871
Buyer	Michelle Lee Steuber	Ship-to Location	0318 GASTONIA	Supplier Order	
Overriding Approver					
Creation Date	09/15/2025				

Supplier Initiated Change Order without BPA

Purchase Orders (POs) must be acknowledged within 48 hours of receipt and prior to being able to submit a Supplier Initiated change order.

Orders must be in “Open” status to start a Supplier Initiated Change Order.

Any requests for changes or modifications to a PO should be submitted via a Supplier Initiated Change Order within the Oracle Supplier Portal. Never **REJECT** a PO as it will require a new PO to be issued. Instead, contact the Procurement Buyer directly to address questions, concerns, or issues.

All Changes Orders must be submitted and/or resolved prior to shipping.

Supplier Initiated Change Orders are submitted for items such as: Pricing, Quantity, or Promised Delivery Date.

Refer to [Supplier Initiated Change Order Job Aid](#).

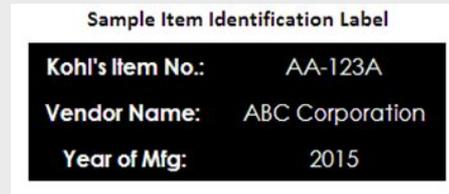
Change Order Type	Change Order Process
Pricing	<ul style="list-style-type: none"> - Any pricing that does not align with the forecast and release. - PO is returned to Buyer for review and will be accepted or rejected based on Supplier Initiated Change Order request.
Quantity	<ul style="list-style-type: none"> - Any quantities that do not align with the forecast and release. - PO is returned to Buyer for review and will be accepted or rejected based on Supplier Initiated Change Order request.
Item	<ul style="list-style-type: none"> - Contact the Buyer who issued the PO directly.
Item Description	<ul style="list-style-type: none"> - Contact the Buyer who issued the PO directly.
Promised Delivery Date	<ul style="list-style-type: none"> - Any delay in milestone dates should be communicated directly to the Buyer, as well as noted in the Kohl's Production Tracker. Failure to do so may result in a chargeback to the Vendor.

Item Identification Label - Fixturing, Visual & Mannequins

Item Identification Labels provide Kohl's Associates or other field personnel the ability to identify Kohl's Item ID and Vendor information. Please refer to the QA/QC Manual for additional information.

Include:

- Kohl's Part Number
- Vendor Name
- Year of Manufacture



Requirements

EVERY piece with a Kohl's item number must be labeled.

Label Size: No larger than 1" x 2-5/8"

Fixture Label Color: Clear, white or black (see guidelines below)

Visual/MQ Label Color: White

Fixture Label Font: Arial, bold, CAPS, black on clear or white, white on black

Visual/MQ Label Font: Arial, bold, CAPS, black on white

Fixture Label location shall be specified on Engineering Drawings.

Visual/MQ Label Location: Shoulder Fitting and shall be specified on Engineering Drawings

Fixtures - Label all furniture, fixtures and equipment with the exception of individual hardware components (see stamp guidelines).

Visual/MQ - Label must contain - Top Size, Pant Size, Shoe Size.

Guidelines:

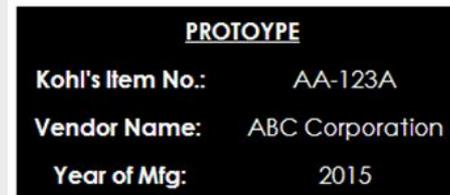
Place the label so that it can be easily located by a Store Associate but not obvious to the Customer. Inconspicuous, but not hidden.

Do not place a label on a part that could be removed or replaced such as a backer panel or base deck cover.

May require mechanical attachment (ie. Pins) on porous material (ie. Foam)

Clear	White	Black
Acrylics, Glass, Metal	Lighter Finishes i.e. Frost, Oak Natural Cane	Darker finishes i.e. Wenge Mahog, Shaker Cherry, Rattan Cane

Prototype Only Specific Label



Labeling, Color Sticker, and Packaging Guidelines

Kohl's Approved Item Labels aid the field (both Stores and Contractors) with carton contents. The color sticker identifies for the field what area within the Store an item is to be installed. Accurate labeling reduces eSupport issues and replacement needs. Failure to label correctly may result in a chargeback.

Kohl's Approved Item Labeling

- All shipments and cartons require the Kohl's Approved Item Label
- Vendors are responsible for printing and affixing Kohl's Approved Item Label to all cartons
- The Kohl's Approved Item Label is required on all boxed and non-boxed items
- All information required to populate label fields is provided on both the PO PDF and/or the Kohl's All Items List (AIL) - Column AB (provided for major project releases only)

KOHL'S APPROVED ITEM LABEL

STORE # 1570

COMPLETE THIS SECTION FOR EXCEPTIONS ONLY
eSupport Tracking #:

Project Name: 2020 CAPITAL PROJECT - SCOTT LIVING PROJECT

Vendor Name: ABC Vendor

Purchase Order #: PO000123

Kohl's Item #: A-123

Item Qty: 5

Item Description: Acrylic Fence

Install Department: Housewares

KR ID #: N/A

Item Drawing -

CAPITAL PROJECT

STORE (S) OR CONTRACTOR (C)

S

Box/Pallet 1 of 1

Kohl's Approved Item Label

Color Stickers

- The use of color stickers is required on a project specific basis.
- Color Stickers are supplied by the vendor.
- Color Stickers are to be applied as specified on the AIL or the PO itself.
- Color Stickers must be placed within 6 inches of the Kohl's Approved Item Label.
- Vendor is to monitor stock of Color Stickers for all projects.
- Color Stickers can be ordered directly from Nev's Ink (see page 13).
- Vendors are responsible for reviewing the AIL issued by Kohl's to identify items requiring project specific color stickers.
- Vendors may also impose the color sticker within the Kohl's Approved Item Label (example at top of page).

CAPITAL PROJECT
ACCESSORIES
BRANDED RAIL
CUSTOMER SERVICE
DOMESTICS
E-SIGNS
CONTRACTOR INSTALL
HOME DÉCOR
HOUSEWARES
INTIMATES
JUNIORS
KIDS
LUGGAGE
MENS
WOMENS
SHOES
STOCKROOM
IN AISLE

Purchase Order PO035090 Change Order 1

PO #	Line Number	Brand Name	Ship To	Quantity	CRM	Shipment Code	Item Code	Item Description	Unit Price	Contract	Project	Material	Sub Area	Dept	Department	Responsibility	Change	Submittal	Delivery
PO00001	1	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	2	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	3	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	4	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	5	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	6	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021
PO00001	7	1001 NERF	0	5	542	0000	0000	NERF	0.00	N	input	NERF	NERF	NERF	NERF	NERF			08/07/2021

V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
Ready Ship Date	Requested Delivery date	Delivery Priority	Project wave	Sales Area	Install Department	Supplemental Labeling	Responsibility	PO Source	External Tracking #	Note to Supplier	Change order Date	Original Ordered Date	
02/01/2022	02/15/2022			COSM-FLOOR	BEAUTY		Fee	Transmittal		SEPHORA BLANKET PRODUCT ON FEE PO		08/07/2021	
03/16/2022	03/30/2022	Date Critical		ACC-BEAU-WALL	BEAUTY	COLOR STICKER CONTRACTOR INSTALL	Contractor					10/26/2021	

Labeling, Color Sticker, and Packaging Guidelines

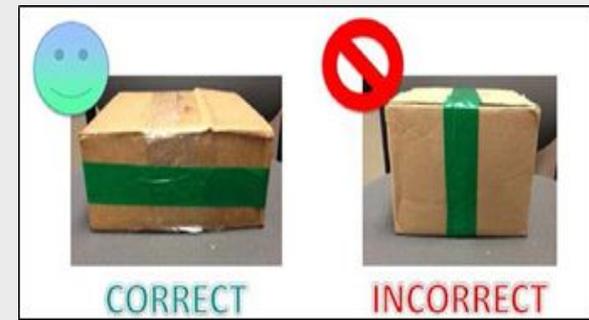
Exception Shipments

- Exception POs are for replacement items ordered via an eSupport Proposal.
- All Exception Kohl's Item Labels are required to be printed on yellow paper.
 - The yellow paper identifies to the Store/Field Personnel that the item stems from an eSupport issue.
- The use of color stickers on exception shipments may be required and each line will be noted on the order if required under Supplemental Labeling.
 - Green Capital Project Stickers are required on Exception Item Labels for all Capital Project exception orders.

KOHL'S		KOHL'S APPROVED ITEM LABEL	
STORE #	10101	COMPLETE THIS SECTION FOR EXCEPTIONS ONLY	
		eSupport Tracking #:	1418709345
Project Name:	2022 CAPITAL PROJECT: KOHL'S AUDIT LABEL		
Vendor Name:	ABC Company	Item Drawing -	
Purchase Order #:	DO12345		
Kohl's Item #:	MH-115AAPK	CAPITAL PROJECT	
Item Qty:	10		
Item Description:	KIT PEGHOOK 1.75SLATWAL W/180TIP CHROME 4IN/1.25 OPEN(25/CTN)		
Department:	JUNIORS		
Kit ID #:	MF357F	STORE (S) OR CONSTRUCTION (C)	
		S	
Box/Pallet 1 of 1			

Packaging

- All Capital and Special Projects require the use of green tape or the boxes to be printed with a green stripe, wrapped horizontally around each carton. Special Instructions will be provided with each PO.
- Green tape or printed boxes are not supplied by Kohl's and can be ordered from any vendor in any shade of green.
- Packaging supplies required for shipping:
 - Green tape or green printed stripe on all boxes and/or around entire pallet.
 - Boxes cannot hang over the pallet.
 - Pallets are not to exceed a packing height of 84 inches.
 - Corners/edges of boxes or fixtures must sit level on pallet slats.
 - Banding straps are required front to back, side to side, and should be placed between the slats.
 - Corner guards
 - Stretch wrap
 - Pallets should NEVER be double stacked.
 - Pallets should never be placed sideways in the truck.
 - Pallets need to be built to fit Kohl's standard pallet jack utilized in our stores.
 - Width across forks is 28".



Labeling, Color Sticker, and Packaging Guidelines

Resources

Recommended Green Tape Vendor: CAP Tape

- Email Request to invoice@captape.com
 - Item# SC-1735-2110/Green
 - Minimum order is one case (36 rolls/case. Each roll is 2” wide x 110 yds)
 - Allow at least 4-5 days for order to be received
- Questions** - Packaging/Tape Expectations - PUR-VendorRelations@kohls.com
Questions - Color Stickers - PUR-VendorRelations@kohls.com
Questions - Kohl’s Approved Item Labels and Exception Shipments - PUR-VendorRelations@kohls.com

Recommended Color Sticker Supplier: NEV’s INK

- Email Request to nevsink@nevsink.com
 - Minimum order 3 rolls per item (320 stickers per roll)
 - Allow at least 10 business days for shipping
- Questions** - Color Stickers - PUR-VendorRelations@kohls.com
Questions - Kohl’s Approved Item Label and Exception Shipments - PUR-VendorRelations@kohls.com
- Color Sticker Item Numbers

Item	Description
LABEL-ACCESSORIES	ACCESSORIES STICKER
LABEL-BRANEDRAIL	BRANED RAIL STICKER
LABEL-CONTINSTALL	CONTRACTOR INSTALL STICKER
LABEL-CUSTSERVICE	CUSTOMER SERVICE STICKER
LABEL-DOMESTICS	DOMESTICS STICKER
LABEL-ESIGNS	ESIGN STICKER
LABEL-HOMEDECOR	HOME DECOR STICKER
LABEL-HOUSEWARES	HOUSEWARES STICKER
LABEL-INTIMATES	INTIMATES STICKER
LABEL-JUNIORS	JUNIORS STICKER
LABEL-KIDS	KIDS STICKER
LABEL-LUGGAGE	LUGGAGE STICKER
LABEL-MENS	MENS STICKER
LABEL-SHOES	SHOES STICKER
LABEL-STOCKROOM	STOCKROOM STICKER
LABEL-WOMENS	WOMENS STICKER
00000000000004139	CAPITAL PROJECT STICKER

Sephora + Kohl's Labeling Guidelines

Kohl's Approved Item Labeling

- All shipments and cartons require the Kohl's Approved Item Label.
- Vendors are responsible for printing and affixing Kohl's Approved Item Label to all cartons.
- The Kohl's Approved Item Label is required on all boxed and non-boxed items.
- Information received/communicated by Sephora should NOT be used unless it matches what is indicated both on the PO PDF and/or Kohl's All Items List (AIL) (Column AB)
- The **ONLY** Color Sticker utilized for this project is **CONTRACTOR INSTALL**

KOHL'S		KOHL'S APPROVED ITEM LABEL	
STORE #	39	eSupport Tracking #:	
Project Name:	2022 Special Project - Beauty Sephora	Item Drawing:	
Vendor Name:	Vasanti		
Purchase Order #:	PO028187		
Kohl's Item #:	SEP-ARCH46G	Item Description:	
Item Qty:	1	LIT ARCH WITH GRAPHICS,ALUM CLAD BEAMS,PRISM BLACK 60SHEEN,46FTX8X114IN	
Install Department:	Beauty	STORE (S) OR CONTRACTOR (C)	
KIT ID #:	N/A	<div style="background-color: green; color: white; padding: 5px; display: inline-block;">CONTRACTOR INSTALL</div> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px; margin-left: 20px;">C</div>	
Pallets/Skids - 1 of 2			

Exception Shipments

- Exception POs are for replacement POs via eSupport Proposals.
- All Exception Kohl's Item Labels are required to be printed on yellow paper.
 - The yellow paper identifies to the Store/Field Personnel that the item is due to an eSupport issue.
- The use of color stickers on exception shipments may be required and each line will be noted on the order if required under Supplemental Labeling.
 - Green Capital Project stickers ARE required on Exception Item Labels for all Capital Project exception orders.

KOHL'S		KOHL'S APPROVED ITEM LABEL	
STORE #	10101	eSupport Tracking #:	
Project Name:	2022 CAPITAL PROJECT: KOHL'S AUDIT LABEL	Item Drawing:	
Vendor Name:	ABC Company		
Purchase Order #:	DO12345		
Kohl's Item #:	MH-115AARK	Item Description:	
Item Qty:	10	KIT PEGHOOK L75SLATWAL W/280TIP CHROME 4IN/L25 OPEN2X/CTN	
Department:	HUNDBS	STORE (S) OR CONTRACTOR (C)	
KIT ID #:	MP337F	<div style="background-color: green; color: white; padding: 5px; display: inline-block;">CAPITAL PROJECT</div> <div style="border: 1px solid black; width: 40px; height: 40px; text-align: center; line-height: 40px; margin-left: 20px;">S</div>	
Box/Pallet 1 of 1			

Sephora @ Kohl's Black & White Label Requirements

- All projects shipping to Sephora @ Kohl's stores must have the black & white label listed below in addition to the Kohl's Approved Item Label.
 - Label should ONLY reflect ONE of the 3 options:
 - New Build
 - Update
 - Retrofits

SEPHORA @ KOHL'S

NEW BUILD, UPDATES, OR RETROFITS

WORLD and/or BRAND

Box Count ___ of ___

SEPHORA @ KOHL'S

RETROFIT

MAKEUP / KOSAS

Box Count 1 of 2

Routing and Shipping Guidelines

All vendors **require** routing submitted in Uber Freight and to receive an authorization number from Kohl's Logistics for both **shipping collect or prepaid** prior to shipment. Uber Freight is to be used for **ALL** routing needs. This provides Kohl's visibility to the volume of shipments that are going into Kohl's store locations. In order to submit routing, access must be established within Uber Freight. To request access or a password reset, submit request to Non-MerchandiseTeam@kohls.com for assistance.

URL: <https://www.uberfreight.com/>

Routing

Routing can be submitted as early as the PO has been acknowledged in Oracle based on the requested delivery date. **Note:** it can take up to one hour after acknowledgment for the order to become visible within Uber Freight. Goods are not to be shipped without a PO.

- Store addresses are provided at the time of routing by the Non-Merchandise Team.
- Use 3rd Party information if noted on the PO.
- Routing is to be submitted no later than **three weeks** prior to the **Ready Ship Date** as listed on the PO.
- **Pre-Paid Vendors require Kohl's Authorization within Uber Freight.**
 - Identify that the shipment is Pre-Paid and Kohl's Logistics will provide a Pre-Paid Authorization #.
- Once authorized, ME number or Kohl's UF number will be assigned to each load.
 - Add the ME number or Kohl's UF number and the PO number to the BOL (Bill of Lading).
- Uber Freight **Requested Pickup Earliest Date = Ready Ship Date** on the PO
 - **THIS IS NOT THE DATE THE ITEMS ARE TO ARRIVE AT THE STORE.**
- Uber Freight **Drop Off Earliest Time/Latest Time = Requested Delivery Date** on the PO
 - All dates can be updated by **Kohl's Logistics** to reflect accurate delivery windows.
- Uber Freight **Pickup Earliest Time = Vendor Actual Ready Ship Date**
 - **Vendor's Actual Ready Ship Date (Earliest Time)** may be after the Latest time (Ready Ship Date on the PO). NOTE: A "soft error" will occur on the routing request but will submit for authorization successfully.
- PM-REL-##### number should be kept for reference.
- Do not use the **Requested Pickup Earliest Date** as the shipping date.
 - This will cause shipments to arrive earlier than required.
- When scheduling pick-up appointments, keep in mind transit times.

Routing and Shipping Guidelines

Shipment of Goods

Vendors must provide a Bill of Lading (BOL) and/or a manifest with each shipment to the preferred carrier selected by Kohl's Logistics. Bill of Lading or Manifest must contain origin address/destination address, Kohl's shipping ME/TP load number, Kohl's PO number, number of pallets and/or boxes shipping with dims and weight. A pallet manifest must also be provided for each pallet shipped. This should include details on what is shipping on a specific pallet and must be attached to each pallet. Any change, update or cancellation on an order should be communicated to Kohl's Logistics for shipping direction. Adjustments could include carton/pallet size or count, ready ship dates and requested delivery dates. Vendor must provide the following information in order for the change/update/cancellation to be made:

- Kohl's ME/TP Load Number (Authorization Number)
- Shipment Destination
- Carrier
- Ship Date

Shipment Chargebacks

Shipment chargebacks may occur due to the following:

- Shipment ships without an ME number/TP load number
- If an ME number/TP load number is used more than once for shipping purposes
- If the wrong mode is used than what Kohl's Logistics authorized
- If a different carrier is used than what Kohl's Logistics authorized
- Failure to include the eSupport tracking # for exceptions (**subject to Vendor Chargeback per package for Non-Compliance**)

Shipment Consolidation

Kohl's may use consolidation locations based on varying criteria. Kohl's will communicate consolidation details when consolidation is necessary. Kohl's vendors are required to follow order instruction for shipping direction and point of contact. Direction from Kohl's Logistics supersedes any direction provided on the order itself. Kohl's Logistics will provide 3rd Party addresses and assign carriers based on Kohl's Vendor Routing Guidelines.

Advanced Ship Notice (ASN)

Orders must be acknowledged before vendors can submit an ASN.

An ASN is to be submitted in the supplier portal within 48 hours of shipment to a Kohl's location.

Shipment numbers cannot be more than 30 characters long. Additional characters will cause auto receipting to fail for all ASNs and payment release to be placed on hold until corrected.

Open status on a PO indicates an ASN has not been uploaded to a PO in the supplier portal.

An ASN is required to trigger invoice processing and payment remit based on NET Terms in Oracle. Failure to submit an ASN will delay payment. Invoicing in advance of goods shipping to Kohl's OR services rendered is not permitted. This is in accordance with our company policy and cannot be modified. Invoices uploaded prior to shipment will be canceled by Kohl's and the vendor will be required to resubmit the invoice using an updated invoice number and the current date.

Any orders for **fees** are to be invoiced at the same time the goods they are associated with are shipped. Premature invoicing is prohibited. **An ASN is required by Oracle for Fee PO invoices to process.**

Refer to [Create ASN from Supplier Portal Job Aid](#) If the ASN was entered incorrectly and requires resubmission, the shipment can be canceled. Refer to [Job Aid 12 - Canceling a Shipment](#)

Plugin Installation for Mass ASN Import

As part of Oracle, it is recommended that vendors install the ADF Desktop Integration, which is a plugin for Excel. This will allow all supplier portal users to use the plugin for mass ASN Import.

- ADF Plugin - is not available for Macs.
- ADF Plugin - can only be used for ASNs.
- ADF Plugin - is not needed to transact on the Oracle Supplier Portal, only to mass upload ASNs.
- ADF Plugin - is not available to upload invoices.

Your internal technology teams may not allow users to install this plugin on their own. Please contact them for installation support.

Refer to [Plugin Installation for Mass Updates Job Aid](#)

Refer to [Upload ASN from Supplier Portal Job Aid](#)

Service Channel (eSupport)

Service Channel is an online, real-time reporting tool used to resolve issues for Kohl's Stores.

URL: kohls.servicechannel.com

Issue Resolution Overview

Vendor responses are required within 24 hours of an issue being submitted or updated (within a standard work week) throughout the duration of each project.

- eSupport notification emails are sent to vendors when issues are initially submitted.
- It is the vendor's responsibility to review issues and respond or take action based on the statuses outlined below
- Replacement POs must be issued for all eSupport issues.
 - Items should NOT ship or deliver to our Stores without a PO.

Vendors actionable to Work Order/Ticket.

Kohl's actionable and Vendors should not adjust status but add a note if applicable



Status	Definition	Vendor Action	Kohl's Action
Open	Issue submitted by store/contractor awaiting Corporate or Vendor response	Respond within 24 hours of being assigned a ticket. If Missing item/s or PO please provide the following: <ul style="list-style-type: none"> • Ship to Destination • Carrier • Tracking/Pro # • Attach BOL/Pack list • Create Replacement Proposal (Even when no charge to Kohl's) 	Kohl's reviews WO's for updates and responds 2-3 times per day. Kohl's responds to the following statuses: <ul style="list-style-type: none"> • KRP • WFA/ Proposal Approved • Parts Shipped • Unsatisfactory
Dispatch Confirmed (DC)	Work Order has been viewed by vendor	Same as above	Same as above
Vendor Response Pending (VRP)	Additional information is needed from vendor in order to find resolution	Respond within 24 hours <ul style="list-style-type: none"> • Supply further details to assist the site in finding resolution • Update status to Kohl's Response Pending and Schedule Date to next day's date. Other Examples: <ul style="list-style-type: none"> • Revisions to proposal, attach and update status to WFA. • WO Updated with PO. Accept receipt of PO by moving to VCS and update Schedule Date 	Kohl's will change the WO status to one of the following: <ul style="list-style-type: none"> • Update to inquire more details of the vendor/Store/Contractor and adjust the status accordingly • Advise if replacement is approved (from proposal uploaded by vendor) by placing in PA to internally create a PO

Service Channel (eSupport)

Vendors actionable to Work Order/Ticket.

Kohl's actionable and Vendors should not adjust status but add a note if applicable

Status	Definition	Vendor Action	Kohl's Action
Waiting for Approval (WFA)	Vendor has placed WO with a proposal from Open/Dispatch statuses already. Should a revision be required to the proposal, please supply a new proposal and adjust status to WFA.	Vendor uploads a proposal for replacement	Kohl's will review and issue a PO if approved. This will be emailed through Oracle to the vendor. The WO will be updated to reflect the PO # and ship date provided from the Proposal.
Vendor Coordinating Shipment (VCS)	Vendor acknowledges the PO through Oracle and the WO by moving the ticket to this status of VCS.	Review Scheduled Date/s Daily <ul style="list-style-type: none"> Respond and update current date and review past dates. Change status to Parts Shipped and update with shipping details Minimal updates to WO unless shipping details are available. 	Once the Schedule Date has past, if no update Kohl's will request on all current and past dates.
Parts Shipped (PS)	Vendor has shipped the replacement materials and applied shipping details within the ticket	Update Shipping Details: <ul style="list-style-type: none"> Destination Carrier Shipping Tracking # Update Schedule Date with Delivery Date Reschedule Reason- Choose: Updating to Original Schedule Date 	Kohl's will notify the store/contractor and adjust the status to Leave Feedback with the shipping details. <ul style="list-style-type: none"> Stores/Contractors have 30 days to confirm receipt
Kohl's Response Pending (KRP)	Additional information is needed from Corporate Partner in order to resume resolution process.	No Action Needed. If Vendor has additional updates to provide, feel free to share if necessary.	Kohl's will carry over any information the vendor provided if applicable, request updates and adjust the status appropriately.
Proposal Approved (PA)	Kohl's Corporate has approved the proposal provided from vendor for replacement.	No Action Needed. In a previous status as a vendor you've already provided the proposal.	Order is being created within Oracle, please look for an update shortly from both Oracle and Service Channel.
Unsatisfactory	Unsatisfactory feedback was provided by the store/contractor.	No Action Needed. Unless you have more to offer that the shipment was delayed, etc. Provide additional notes and/or photos and adjust the status to KRP.	Kohl's will pull the tracking detail to provide the store/contractor further details of who signed/when for the materials or request further info.

Vendor Weekly Bulletin/Communications

Vendor Group Email Address

Kohl's requires vendors to create and provide a group email address containing individuals within the Company that support the Kohl's account.

Example: kohls@ABCCorp.com

A group email address is required for the following:

- PO correspondence
- All Items List (AIL)
- Communication provided by Kohl's relating to current/future projects

Work with your email administration team to establish a group email address. Upon setup completion, please send your group email address to Pur-VendorRelations@kohls.com to ensure all Procurement communications are received.

It is our requirement that more than one individual be added to the Kohl's specific email group.

Confirm with your technical security or email administration team to ensure all emails from the Oracle domain are whitelisted and will be accepted by your company (domain: mail.us2.cloud.oracle.com & ejke.fa.sender@workflow.mail.us2.cloud.oracle.com)

Emails and their attachments may be as large as 60MB.

Ensure your email administration team maintains this email group as associates within your Company are added or removed from the Kohl's account.

Vendor Weekly Bulletin/Communications (cont'd)

Vendor Weekly Bulletin

Critical Communication is sent weekly from PUR-VendorRelations@kohls.com to Kohl's vendor community regarding current or future projects. This communication is sent to the Kohl's group email address provided by each vendor.

Major sections within the bulletin to become familiar with:

- **Important Updates**
 - Critical updates Kohl's wants to call out to vendors for review or action required by vendors
- **Reminders**
 - Daily vendor tasks
- **All project type updates**
 - Contains critical dates/information pertaining to the project

Kohl's Procurement Weekly Bulletin
October 20, 2023

Retail Stores Projects, Latest News & Updates

Important Announcements

Please check all projects for any critical updates.
This page applies to ALL Vendors and All Projects.

Purchase Order Acknowledgments

- POs are to be confirmed via Grade within 48 hours of issuance.

Shipping/Receiving

- All shipments are to deliver per the specified Requested Delivery Date provided on each order and should be coordinated through Kohls Logistics.
- All Rating Requests must be submitted via Transpact.
- Questions about Rating can be sent to rate.care@kohls.com or KohlsLogistics@kohls.com.

Labeling/Crate/Container Guidelines

- The location of the color sticker guidance is provided within the detail of each line and should be Supplemental Labeling. If this field is populated, a color sticker is required for that particular item.
- Review of Kohl's Labeling, Crate Sticker and Packaging Guidelines on page 5-14 of the Vendor Information Manual.

Vendor Relations

- Having needs or general questions contact Procurement - VendorRelations@kohls.com

Kohl's Support - Please contact to work with the team associated with your project

- New Stores/Procurement Technology Team Email - Stores_Procurement_Team@kohls.com
- Capital Strategic Initiatives Team Email - Retail_Procurement_Team@kohls.com
- General Administrative Needs/Questions - RequestAssessment@kohls.com
- Service/Technical Application Support - VendorSupport@kohls.com
- EIC Inquiries are now emailed - Please request tagging.

Capital & Special Projects



1. 2025 Capital Projects

Procurement Partners: Stores_Procurement_Team@kohls.com

- **2025 CAPITAL_ADDITIONAL_RESHOOKS**
 - Store Count: 816
 - Delivery Window: 8/7/24 - 8/24
 - Request Window: 8/28 - 9/24
- **2025_SPECIAL_PROJECT_HIGH_VOLUME_HARDWARES_FIXTURE_REPLACEMENT**
 - Store Count: 2
 - Delivery Window: 8/27-9/18
 - Request Window: 8/29-10/24
- **2025 CAPITAL_STORES_GAINTENANCE_TABLES**
 - Store Count: 861
 - Delivery Window: 8/16-10/27
 - Request Window: 9/18-10/27
- **2025_SPECIAL_PROJECT_EXTENSIVE_FURNISHING**
 - Store Count: 98
 - Delivery Window: 10/5-10/27
 - Request Window: 10/5-10/27
- **2025_SPECIAL_PROJECT_ORISKANY_LEASE_WAIVE_3**
 - Store Count: 83 (30 On Hold)
 - Delivery Window: 4/7 - 8/24
 - Request Window: 4/7-10/28
- **2025 CAPITAL_STORES_HIGH_REACH_POLES**
 - Store Count: 285
 - Delivery Window: 10/7/24-10/24
 - Request Window: 10/29-10/27

2. Sephora Special Projects



- **2025 SPECIAL PROJECT BEAUTY SEPHORA Spring New Store**
 - Request/Tagging Window: 10/2/2023-10/2/2023
 - New Store - #168 - Bull Run Plaza Leesville, VA
 - Tagging for new reservation (EPC ACKNOWLEDGMENT IS REQUIRED WITHIN 48 HOURS OF ACCEPT)
 - Soft Opening: 10/2/2024
 - Grand Opening: 10/2/2024

Store address has been updated as of 10/17/2023.
28800 Sully Manor Dr., Leesville, VA 23953

(THIS IS STILL CONFIDENTIAL AND SUBJECT TO CHANGE. PLEASE DO NOT PUBLISH)

New Store Projects

- **2024 Spring New Store**
 - Request/Tagging Window: 10/2/2023-10/2/2023
 - Procurement Partners: Stores_Procurement_Team@kohls.com
 - New Store - #168 - Bull Run Plaza Leesville, VA
 - Tagging for new reservation (EPC ACKNOWLEDGMENT IS REQUIRED WITHIN 48 HOURS OF ACCEPT)
 - Soft Opening: 10/2/2024
 - Grand Opening: 10/2/2024

Store address has been updated as of 10/17/2023.
28800 Sully Manor Dr., Leesville, VA 23953

(THIS IS STILL CONFIDENTIAL AND SUBJECT TO CHANGE. PLEASE DO NOT PUBLISH)

Contractor Contact Information:

General Contractor	Beck
Foreman	Kevin Beck
Foreman Email	KevinBeck@kohls.com
Phone	C: 202-518-8377
Project Manager	Beck
Project Manager Email	KevinBeck@kohls.com
Project Manager Phone	C: 202-518-8377
On Site General Contractor	Kevin Beck
On Site General Contractor Email	KevinBeck@kohls.com
On Site General Contractor Phone	C: 202-518-8377

Uber Freight Routing Report

Uber Freight Routing Report

The routing report contains a list of POs with past due routing submission.

POs listed are due in store within 4-6 weeks of the report. The POs highlighted in **RED** indicate Routing is due soon or is past due and the Requested Delivery Date may be at **RISK**. It is extremely important to submit routing no later than **three weeks** prior to the **Ready Ship Date** as listed on the PO.

If you do not know your Vendor Anonymous Number, contact PUR-VendorRelations@kohls.com

Transplace Open Routing Report							
Received 11-01-2021							
Vendor Anonymous Number	Project Name	PO #	Total units Ordered	Total Units Released	Requested Date (earliest on PO)	Promised Date (latest on PO)	
6	2021_OTHER_PROTOTYPE_REQUEST	PO040953	4	2	10/29/2021	10/29/2021	
8	2021_SPECIAL_PROJECT_HURRICANE_IDA	PO039112	2	0	12/17/2021	12/17/2021	
8	2021_NEW_STORE_FALL	PO042514	501	0	11/9/2021	11/9/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038634	10	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038629	7	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO039096	3	0	11/3/2021	11/3/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038635	3	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038637	1	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038628	2	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO038633	12	0	10/27/2021	10/27/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO039091	5	0	11/3/2021	11/3/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO039828	1	0	11/3/2021	11/3/2021	
32	2021_CAPITAL_STORES_SONOMA_FLAGSHIP	PO039089	1	0	11/3/2021	11/3/2021	

Invoice Submission

Invoice submission is for the amount due for goods or services provided to Kohl's.

Invoices are required to be uploaded in the Oracle Supplier Portal for POs issued in Oracle. **Paper invoices are an exception and need to be approved before sending to PUR-VendorRelations@kohls.com.**

- Only invoice for quantities shipped. Do not invoice in advance of shipment. This requirement is in accordance with our company policy and cannot be modified. **If invoices are submitted more than 3 days prior to the Requested Delivery Date, they will be canceled and resubmission will be required within the 3 day window.** Backdating of invoices is systematically restricted. ASN submission is required in advance of an Invoice. Invoices submitted prior to an ASN will systematically be placed on hold.
- Tax can only be calculated at the invoice line level.
- Freight Fees for Exception POs should not be added to eSupport Proposals. Freight charges should be submitted at the time of invoice upload.

Refer to [Create Invoice from Supplier Portal job aid](#). If you need to stop in the middle of an invoice and come back to it later, refer to [Canceling or Submitting an Incomplete Invoice job aid](#).

Refer to [View Invoices and Payments job aid](#) to view scheduled payments, and all submitted invoices.

Past Due Invoices

***** IMPORTANT TO NOTE***** Invoices cannot be considered past due if they were not uploaded in the supplier portal on the same date the invoice was created within your company. The invoice will pay NET Terms from the portal upload date.

Kohl's will process and follow agreed upon payment terms. [Per our Non-Merchandise PO Terms and Conditions item #2, paragraph 3 - In the event of Seller's failure to notify Kohl's Accounts Payable Department in writing within six months following shipment of Goods or completion of Services of non-payment of Seller's invoices pursuant to this Purchase Order, Kohl's shall have no further obligation to pay Seller for Goods shipped or Services provided pursuant to this Purchase Order.](#) **Kohl's Non Merchandise PO Terms and Conditions**

Payments

Payments are issued once per week.

Example Invoice Guidelines (based on NET60 Terms)

Ready Ship Date	Requested Delivery Date	Ship Date/ASN	Receipt Date	Invoice Date	Payment Date*
1/1/21	1/14/21	1/12/21	1/14/21	1/12/21	3/11/21

Invoicing (cont'd)

Electronic Payments

EFT payment requests can be made by completing the **Kohl's EFT Bank Account Form** and submitting to AP-ACH.Inquiry@kohls.com.

Automated Open To Pay (OTP)

Vendors can receive information regarding scheduled payments via email. Please refer to the **Automated OTP/Vendor History Instructions Job Aid**.

UPS WorldShip

UPS WorldShip is a platform that allows vendors to ship in a "production style" environment where there are typically multiple shipments one after the other.

- Route via Uber Freight
- An ME/TP Load Number will be required

Create Profile

- Enter PO #, DO # or account # and Department ID in Shipment Reference # 1 field
- Enter Logistics ME/TP Load Number in Shipment Reference #2 field.
- Enter Kohl's store # in Receiver Company Name field

Freight Charges

All freight should be scheduled according to Kohl's Logistics or PO instructions.

Kohl's PO # must be referenced on all paperwork.

- UPS and DHL – Reference Kohl's PO # in Shipment Reference #1 Field - Logistics ME/TP #
- Shipment Reference #2
- Deductions may be taken if freight is billed to Kohl's without proper authorization or Kohl's PO # is not referenced correctly
- Freight Fees for Exception POs should not be added to the Proposal. Freight charges should be submitted on the invoice.

Contacts

Kohl's Procurement Leadership

Name	Role	Phone #	Email
Andrew Jaskaniec	Senior Vice President Procurement	262.704.1380	andy.jaskaniec@kohls.com
Steven Tokarski	Director, Procurement	262.703.6369	steven.tokarski@kohls.com

Kohl's Capital/Strategic Initiatives Team

Name	Role	Phone #	Email
Kim Minton	Senior Procurement Manager	262.308.0918	kimberly.minton@kohls.com
Susan Biloff	Associate Procurement Manager	414.870.9345	susan.biloff@kohs.com
Lee Ann Franzen	Associate Procurement Manager	262.703.0117	leeann.franzen@kohls.com
Sarah Rehl	Associate Procurement Manager	262.274.4322	sarah.rehl@kohls.com
Michelle Steuber	Associate Procurement Manager	262.389.9952	michelle.steuber@kohls.com
Marie Weber	Sr. Procurement Analyst	262.389-8692	marie.weber@kohls.com

Contacts

Kohl's New Stores/Procurement Technology Team

Name	Role	Phone #	Email
Chris Harms	Procurement Manager	262.385.5858	christopher.harms@kohls.com
Amy Battaglia	Associate Procurement Manager	262.274.4404	amy.battaglia@kohls.com
Candice Moldenhauer	Senior Procurement Analyst	262.689.3786	candice.moldenhauer@kohls.com

Kohl's Logistics Team

Name	Role	Phone #	Email
Jamie Brasington	Director of Logistics	262.703.2931	jamie.brasington@kohls.com
Kristin Kim	Senior Manager of Logistics	262.703.2992	kristin.kim@kohls.com
Wendy Meye	Senior Logistics Coordinator	262.703.2917	wendy.meye@kohls.com
Martina Eley	Logistics Coordinator	262.532.7347	martina.eley@kohls.com

Important Email Groups

Team	Email Address	When to use
New Store Projects	Harms_Procurement_Team@kohls.com	Entire Team - New Store Communication
Capital Projects / Strategic Initiatives	Minton_Procurement_Team@kohls.com	Entire Team - Capital & Strategic Procurement Team
Sephora	Minton_Procurement_Team@kohls.com	Sephora Projects
Invoice	PUR-VendorRelations@kohls.com	Status on Payment
Open to Pay	PUR-VendorRelations@kohls.com	Questions
Kohl's Approved Item Label	PUR-VendorRelations@kohls.com	Questions
Logistics	non-merchadiseteam@kohls.com	Routing/Shipping and Uber Freight training
Oracle	PUR-VendorRelations@kohls.com	System Issues, Oracle Onboarding and Vendor Changes
Packaging/Tape Expectations	pur-vendorrelations@kohs.com	Packaging and Green Tape Questions
Production	PUR-VendorRelations@kohls.com	Item(s) delays/risks, Promise Delivery Date is updated
Sales Tax	PUR-VendorRelations@kohls.com	Sales Tax
Service Channel	contractorsupport@servicechannel.com	System Issues
Supplemental Labeling	PUR-VendorRelations@kohls.com	Color Sticker fulfillment
Uber Freight	SAAS@Uber Freight.com	System Issues
Vendor Relations	PUR-VendorRelations@kohls.com	Vendor Content Questions Training
Service Channel / eSupport	esupport.procurement@kohls.com	eSupport questions

Definitions for Commonly Used Terms

A

Advance Ship Notice (ASN): Used to communicate shipping information within Oracle. Required at time of shipment departure and prior to invoicing.

All Items List (AIL): Master list of all order details for a specific project.

B

Blanket Purchase Agreement (BPA): Project based contractual pricing agreed upon the vendor and Kohl's based off of RFQ. The BPA is attached to POs to capture agreed pricing.

C

Capital Projects: Items ordered for existing stores.

Change Order (CO): Any revision to the PO data will result in a modified order. All change orders require an Acknowledgement.

E

eSupport/Service Channel: An online, real time issue reporting tool. This is used to resolve issues for Kohl's stores.

Exception Order: Exception items are replacements for missing or damaged items from the original shipment and are requested via eSupport.

Existing Store: Any Kohl's location open for more than 30 days and not currently involved in Special Construction related project.

Extraction: Process of extracting data from store floor plans to build POs against.

Definitions for Commonly Used Terms

K

Kit: Kohl's internal term for multiple components identified on a fixture plan that are extractable and contain fixture components to be ordered.

Kohl's Approved Item Label: Kohl's specific item label to be attached to all cartons shipping to any Kohl's location.

Kohl's Group email: Vendor maintained email address that contain all associates involved with the Kohl's account. Email group is where all Kohl's communication is sent to.

Kohl's ME (mode execution) or TP Load Number: Shipment approval number given by Kohl's Logistics to a vendor after the PO has been released. It is used to track shipments with Kohl's Vendors/Carriers. Vendors must obtain this number prior to shipping freight and indicate it and Kohl's PO number on all carrier paperwork/BOLs.

M

myKohl's: Is an online tool used by Corporate to communicate to the Stores.

Definitions for Commonly Used Terms

N

New Store: Based upon market research, Kohl's identifies opportunities in specific markets and proceeds to open a New Store Location.

Non Merchandise Order Form (NMOF): Capital Rollout spreadsheet with all project details, sent to Procurement for order creation.

O

Oracle: Cloud-based financial/ordering system used to transact between Kohl's and its business partners.

P

Prepaid Shipments: Vendors who pay for freight. Pre-paid authorization from Uber Freight is still required for these deliveries.

Promised Delivery Date (PDD): The date in which the Vendor communicates they can achieve delivery. This date could match the Requested Delivery Date or could supersede Requested Delivery Date if at risk.

Proposal: Link within Service Channel that seeks relevant information for damaged or missing items to be ordered for replacement. A PO will be issued once proposal has been approved.

Prototype: A Preliminary model of a Fixture or Visual Item. A Prototype Item should NOT be shipped without a PO.

Purchase Order (PO): Order released via the Oracle Portal.

Definitions for Commonly Used Terms

R

Ready Ship Date (RSD): Earliest date an order should be available for shipping. Actual ship date will be communicated by Kohl's Logistics once the ME/TP Load Number is released to the vendor with carrier information.

Requested Delivery Date (RDD): Date on PO that reflects the date item must deliver to the store on.

Responsibility: "Contractor", "Store" or "Fee" specific field on each PO used to indicate delivery/install responsibility of an item. This field should be populated as such on the Koh's Approved Item Label.

Request for Quote (RFQ): A document issued by the Procurement Team to qualified vendors for pricing and lead time for a specific project. aka "Request for Quotation"

Routing: The process of scheduling the time and transportation of when goods will be picked up from a vendor's facility and then delivered to a Kohl's specified location.

S

S@K: The abbreviation for Sephora @ Kohl's

Service Channel/eSupport: An online, real time issue reporting tool. This is used to resolve issues for Kohl's stores.

Special Project: Items ordered for existing stores outside of the New Store, Refresh, and Capital Project processes that require contractor installation.

Supplemental Labeling: A color sticker noting specific parent department names identified for projects. Supplemental Labeling is noted on Kohl's provided All Items List at the beginning of each project and will be listed on each order if required. aka "Color Sticker"

Supplier Portal: The Oracle cloud platform that allows vendors to directly access POs to acknowledge, process change orders, upload ASNs and upload invoices

Symbol: Fixtures and/or visuals identified on a fixture plan that are extractable and contain fixture components to be ordered.

Definitions for Commonly Used Terms

T

Third Party Ship To: Goods delivered by Kohl's request to another Vendor, DC or 3rd Party Warehouse. Third Party Ship To is noted on Kohl's provided All Items List at the beginning of each project and will be listed on each order if required.

Transmittal: Internal formal communication instructing and resulting in change to a PO.

U

Uber Freight: An online process to communicate routing information between Vendors and Kohl's.

V

Vendor Bulletin: Critical communication sent bi-weekly to the vendors regarding current or upcoming projects.

Z

Zero Cost Order (Penny PO): PO that reflects zero cost issued to vendor based on zero cost proposal. PO is used to route, track, and report item(s) sent into the store.

Looking for your input

We're looking for your feedback regarding the format and information currently included in the annual Vendor Information Packet. We're interested in your thoughts and suggestions in order to provide efficient and more relevant information to our vendor community.

Please send your feedback and/or suggestions to PUR-VendorRelations@kohls.com. We value your partnership and input.

Vendor Information Packet Acknowledgement

January 19th, 2026

We request all vendors acknowledge the Vendor Information Packet. To do so, email PUR-VendorRelations@kohls.com with the following information, no later than **Friday, January 30th, 2026**.

- A sample Capital Project Kohl's Approved Item Label
 - Use Project Name: **"2026 Capital Project: Kohl's Label Audit"**
- Attach the signed copy of this page confirming that you have read, understand and agree to the content and expectations contained in the 2026 Kohl's Procurement Vendor Information Packet.
- Confirm your Company's Group Email Address and all team member email addresses for those who work on Kohl's account.
 - If you do not have one, please work with your email administration team to create one. Example: kohls@vendor.com

Signature: _____

Vendor: _____

Date: _____