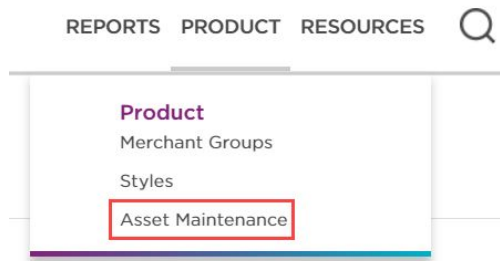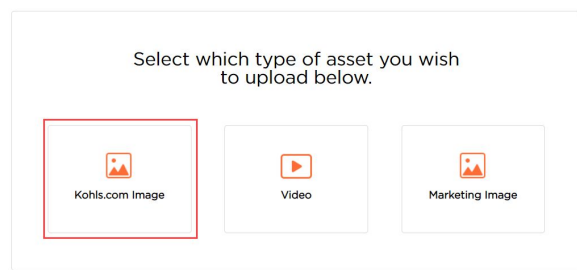*This process is to load image additions or updates for styles that do not live within a Merchant Group. If a style lives within a Merchant Group, please load new or update images via Merchant Group Upload flow.*

Step 1: Navigate to "Asset Maintenance" located under Product on the dropdown menu

Step 2: Select "Kohls.com Image" as your asset type you wish to load

Step 3: Enter in your Department Number, Vendor Name & Style Number(s) you want to add images to. Enter multiple style numbers separated with a comma. Hit next.
Please Note: If the style exists within a merchant group, you will receive an error with the merchant group that style lives in.
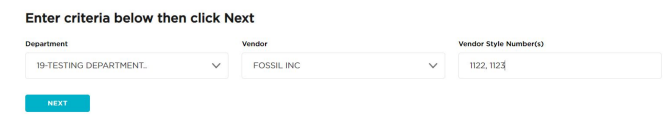
Step 4: Click on the pink + sign to add images. All images must meet the Kohls Image requirements. Image file names must equal vendor style number. To add alts or color names add _ after VSN.
Ex: Style123_alt, Style1234_Black

Step 5: Images will flow to their respective style numbers. If color names are not added to the end of the image name, move images down manually to respective color.

Step 6: Add the CP ID/Web ID to each style. If you do not know how to locate the CP, see the "How to find CP ID" guide within K-Link. If your product is not live, work with your buying office to obtain CP ID.
When CP's are added hit Submit to send to Kohls.
Please Note: Images will not be stored in K-Link.