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