

Receiving Alerts From OnePLM (External)

This document will cover the types of alerts you will receive from onePLM, as well as how to sign up for specific alerts.

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Note! Reach out to oneplmsupport@kohls.com for assistance. Our inbox is monitored approximately 8am to 8pm CST. Please indicate "URGENT" in the subject heading, if you have a critical issue that requires a same-day response.

Types of Email Alerts in OnePLM

There are two different types of alerts in onePLM:

- 1.) **Automatic Alerts:** Sent to the inbox specified on your supplier record automatically when certain changes are made to the offer your organization is assigned to. See [reference](#) list.
- 2.) **Tailored Alerts:** Sent to the inbox specified on your onePLM account/login, based on changes being made to styles that you have signed up for alerts on. Tailored alerts are customized alerts that are associated with your specific OnePLM login.

Automated Alerts

Reference this [list](#) of alerts to understand which types are automatically sent to the email specified on the supplier record. Note that only one email can currently be specified per supplier record, therefore, we recommend that you create a distro list or group inbox where you will receive these alerts in one place.

If you notice you have stopped receiving alerts, first check that your onePLM notifications are not being filtered on your end, or going to spam. If you wish to update the email address that receives alerts, please ensure your entire organization is aligned, then reach out to onePLMsupport@kohls.com to request an update be made to the email address on the supplier record.

one PLM
one source for everything

10/31/2017

*The below refers to automatic alerts. Both internal / external onePLM users can sign up for additional alerts. To learn more, see your alerts job aid.
Alerts Job Aid Locations = Internal Guide: PD Process & Technology Site > Basics > onePLM 101, External Guide: Kohl's Connection > New Vendors > onePLM Training > Intro to onePLM

Alert Label	Alert Trigger	Alert Type & Where Sent To	
		Kohl's	External
Request for Quote / Offer / Style Overview			
Classified Style Overview Changed	Style Overview Primary image (not thru AI)		
Classification status = Classified	Size Range (Grading or Buying)	Dashboard alert to Product Manager on Style Overview Overview, Classification Coordinator on Style Overview Overview / Request for Quote	
Offer status = Confirmed	Item FC change on Confirmed Offer		
Emailed Offer	Vendor submits offer to Kohl's (offer status changes to "offered")		
Style No. Change	Style # change	Dashboard alert to Tech Designer on Style Overview Overview	
Offer Confirmed	Offer confirmed	Dashboard alert to Tech Designer on Style Overview Overview	
HTS# Change	HTS # Changed on a Confirmed Offer		Email to Vendor (and Agent if applies) email address listed on offer line (email either from prev. style if offer line smart copied, or from party record if new offer line created)
Costing Change	On a confirmed offer, if the FC, ELC, Hanger Cost, Unit of Measure, COP, FOB, Freight Type, HTS, or UD (Import/Domestic) LF (L & Range) indicators change post confirmation	Dashboard alert to Product Manager on Style Overview Overview *March 2018 dashboard alert to all actors on Style Overview	
Color Deleted from Style	Color Deleted from Style		
Color Dropped from Style	Color Dropped from Style		
Color Restored on Style	Color Restored on Style	Dashboard alert to Product Manager and Specialist on Tech Spec Overview, all Colorists	
Color Added on Style	Color Added on Style		
Style No Changed	Style # has changed on TS or RFQ	Dashboard alert to Tech Designer on Style Overview Overview	
Request for Quote	On email of Request for Quote Offer		
Pending Offer	On setting offer status to "Pending"		
Reject Offer	On setting offer status to "Rejected"		Email to Vendor (and Agent if applies) email address listed on offer line (email either from prev. style if offer line smart copied, or from party record if new offer line created)
Confirm Offer	On setting offer status to "CFM"	Email routed to Merchandise Specialist regarding ICR creation	

Email and dashboard alert sent to internal user(s) who is

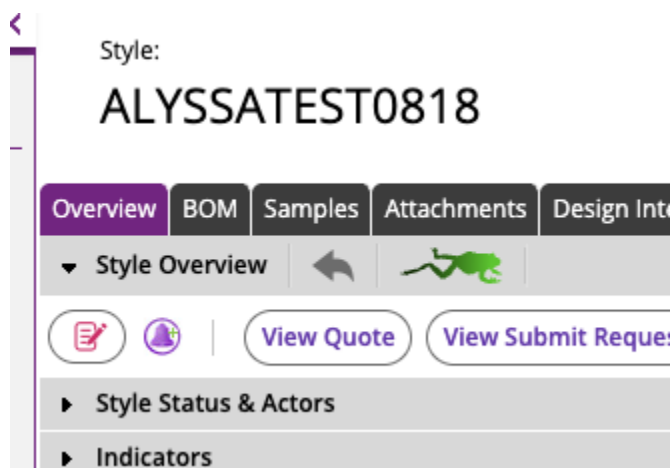
Email sent to external user(s) or party(s) who is chosen to

Tailored Alerts

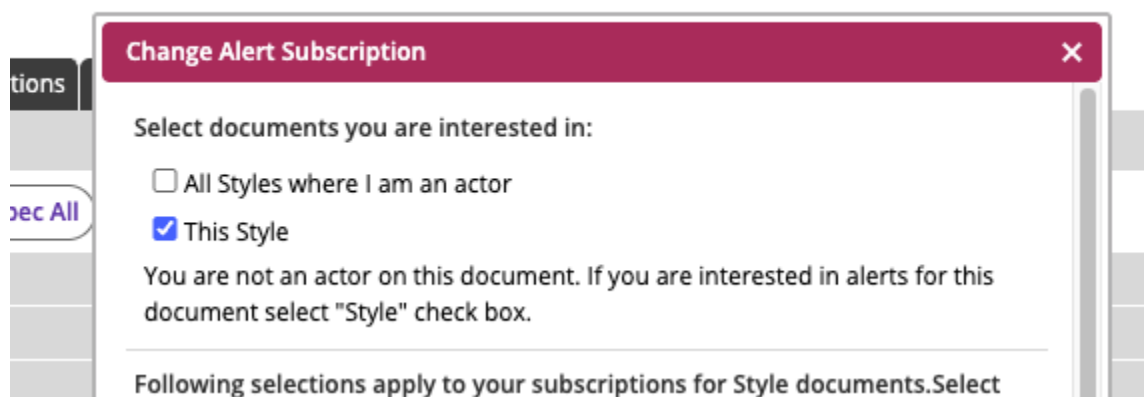
Tailored alerts can be set up per unique login. If your organization shares one login, then you may not want to sign up for these alerts and rely instead on the automated alerts. However, if your organization has many users with different logins, each associated with their own unique email addresses, you may find tailored alerts useful to you.

Signing up for tailored alerts is done at the style level. If you want to see alerts for multiple styles, you will need to repeat this process for each style.

To sign up for Tailored Alerts, first click the bell icon in the upper left hand corner of the Style Overview screen, shown below:



Next, a box will appear. Under, "Select documents you are interested in", indicate "This Style". Note that external vendors are not listed as "Actors" on a style, therefore, you **cannot** select "All Styles Where I am an Actor", as this will not send you any alerts.



Select the sections of the style you wish to be alerted to. For example, if you want to know when your Kohl's partners upload something new into the attachments tab, you may want to indicate "Attachment".

Following selections apply to your subscriptions for Style documents. Select sections you are interested in:

<input type="checkbox"/> All Sections		
<input type="checkbox"/> Attachment	<input checked="" type="checkbox"/> Bill of Material	<input type="checkbox"/> Button Construction
<input checked="" type="checkbox"/> Colorways	<input type="checkbox"/> Construction	<input type="checkbox"/> Design Intent
<input type="checkbox"/> Documents/Conditions	<input type="checkbox"/> Events	<input type="checkbox"/> Instruction
<input checked="" type="checkbox"/> Materials	<input type="checkbox"/> Notes	<input type="checkbox"/> Offers
<input type="checkbox"/> Points of Measurement	<input type="checkbox"/> Sample Evaluation Screen	<input type="checkbox"/> Size Ranges
<input type="checkbox"/> Standards	<input checked="" type="checkbox"/> Style Overview	<input type="checkbox"/> Testing Instructions
<input type="checkbox"/> Treatments		

Other options include, "All Sections" (any changes that occur on this style), colorway changes, BOM changes, POM changes, and more.

Then, indicate how often you wish to receive alerts. If you want to reduce the frequency of emails, you may want to select "Once a day" instead of "As they happen".

Treatments

All change alerts are delivered to your Dashboard as they happen.

Additionally deliver alerts to:

Email

How often should the alerts be emailed?

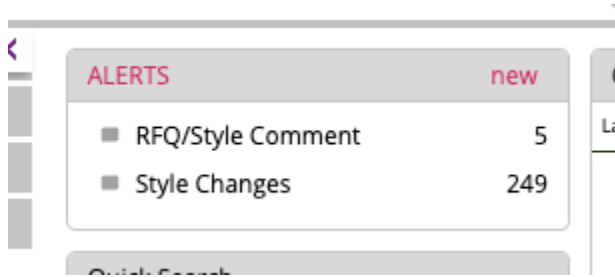
As they happen Once a day

Save

REMINDER! You must repeat the tailored alert set up process for each style you are working on, in order to receive the alerts. Note that the alerts will be sent to the email associated with your login.

Dashboard Alerts:

Dashboard alerts are shown on your OnePLM home page, under "Alerts", in the upper left hand corner of the screen.



Click the hyperlinked alert type, to see all alerts in that category, by date:

<input type="checkbox"/> Subject	Time
<input type="checkbox"/> PRODUCT MANAGER (READY-TO-WEAR) posted a comment for Tech Spec# ALYSSATEST0818	2023-04-28 15:37:32
<input type="checkbox"/> ELIZABETH TARLETON posted a comment for Tech Spec# ETTEST	2023-03-27 16:07:01
<input type="checkbox"/> ALYSSA BOYD posted a comment for Tech Spec# ALYSSATEST 0110	2022-06-23 10:09:23
<input type="checkbox"/> PRODUCT MANAGER (READY-TO-WEAR) posted a comment for Tech Spec# ALYSSATEST0813	2021-11-16 09:31:15
<input type="checkbox"/> PRODUCT MANAGER (READY-TO-WEAR) posted a comment for Tech Spec# ALYSSATEST 0110	2021-07-12 09:25:00

Click the hyperlinked alert to be taken to the specific offer response page being referenced.

FAQ and Troubleshooting:

Q: My organization is not receiving alerts from Kohl's

A: First, check that the notifications are not being filtered out on your end- either to spam or via inbox filters. Ensure you are checking the email inbox that is associated on your supplier record with Kohl's, not your personal email. If the email associated with your supplier record is a distro list (sends the email to multiple users at once) you will need to check with your own internal IT team to make sure it is working.

If none of the above apply, email oneplmsupport@kohls.com and indicate the last known date you received an alert. The support team will add you to a test style and make a change to test whether or not you receive the alert, to understand the source of the issue.

Q: My organization is receiving too many alerts from Kohl's

A: OnePLM will send an alert for each change made- sometimes, when a user on Kohl's side makes changes that apply to many offers, you will receive what appear to be "duplicate" notifications. If you don't want to get notifications from Kohl's at all, you can filter these emails on your end. Alternatively, we recommend setting up a Kohl's specific inbox for these notifications that is checked regularly. Unfortunately, the support team cannot impact how the alerts are sent.

Q: I am not getting alerts sent to my personal inbox

A: Note that automated alerts will not be sent to your personal inbox, unless that is the email address associated with your organization's supplier record, which is separate from your login. If your login is associated with your personal inbox, you may sign up for tailored alerts.

Q: I need to change the email associated with my organization:

A: Align with your team members, as all automated alerts will be sent to the single email address specified on the supplier record. Once you have confirmed one email address, reach out to onePLMsupport@kohls.com to request a change is made. Note that the support team will also need to update any current offers associated with your supplier record as well, to get notifications for current offers sent to the new email address.

Q: What is the difference between the email used on my OnePLM login, and the email used on my organization's supplier record?

A: The supplier record email is typically a group inbox or, for smaller companies, the Kohl's account manager that is responsible for disseminating information from onePLM. The email associated with your onePLM login, may be the same or different, depending on how your organization chooses to set up their logins. For larger organizations, the email on your login may be unique to the user.

Q: What is a supplier record?

A: The supplier record contains all the information needed for each vendor, mill, agent or factory at Kohl's. Each business we work with in onePLM has a unique supplier record. When your business is added to an offer, the information from the supplier record is used to know who to send email alerts to.

Q: What is a login?

A: A login is how you access onePLM as a supplier. Your login contains the supplier record number (Entity ID) for your organization. Each external login is given access only to the offers associated with the supplier record assigned to it. Each login has a place to enter an email address, this may be the same as your supplier record email, or it may be different, depending on how the login was created.

Q: I want to change the email associated with my login

A: Email onePLMsupport@kohls.com to request an update to your login's email.

Note! Reach out to oneplmsupport@kohls.com for additional assistance. Our inbox is monitored approximately 8am to 8pm CST. Please indicate "URGENT" in the subject heading, if you have a critical issue that requires a same-day response.