

APPAREL: Fit Sample Submits

ACTION STEPS:

[Fit Sample Policy](#)

- ❑ Fit Process Overview - Reference page 5
- ❑ Sample Types Used for Fit - Reference page 7 & 8 for Sample Type Tag Color & Sample Send To Column

Dashboard

- ❑ Navigate to Style
 - ❑ [Dashboard Quick Search Navigation](#)
 - ❑ [Navigating the Tech Spec Report](#)

Design Intent

- ❑ View construction details on design intent and callout any discrepancies in CTD comments on Fit Eval
 - ❑ [How to view Design Intent](#)

POM Page

- ❑ [POM Naming Convention](#)
- ❑ [Material Drop Down](#)

Fit Eval

- ❑ Fit comment Template

The screenshot shows the K-Link by Kohls interface. At the top right, the 'RESOURCES' menu item is highlighted with a red box and labeled '1.'. A red arrow points from this box to the 'Apparel Resource Tools' section in the main content area. On the left sidebar, 'GLOBAL TECHNICAL DESIGN' is highlighted with a red box and labeled '2.'. Below it, 'Apparel Resource Tools' is highlighted with a red box and labeled '3.'. In the main content area, under the 'Policies and Procedures' section, 'Kohl's Fit Comment Template (Last Updated: 11/04/2020)' is highlighted with a red box and labeled '4.'. The page title is 'Apparel Resource Tools' and the subtitle is 'Kohl's private and exclusive branded apparel information, procedures, and templates.' The main content lists several documents: 'Kohl's Fit Sample Policy (Last Updated: 12/03/2020)', 'Managing Style Complexity (Last Updated: 01/28/2021)', 'Kohl's Fit Comment Template (Last Updated: 11/04/2020)', and 'Critical Points of Attention Expectations (Last Updated: 03/01/2019)'. Below this, the 'Dress Forms' section lists 'Dress Form Chart (Last Updated: 11/04/2020)' and 'Alvanon Order Form (Last Updated: 10/22/2020)'.

APPAREL: Fit Sample Submits (Cont'd)

ACTION STEPS:

Fit Eval

- [Navigating to Fit Eval](#)
- [Required Fields](#)
- [Comment & Measurement Fields](#)
- [Uploading Patterns & Fit Images](#)
 - [Vendor Pattern Attachment Naming Convention](#)
 - Upload to **Fit Eval Attachments Tab**: front/back/side image on Kohl's dressform and digital fit e-pattern
- [Printing Sample Tag Report](#)

Sample Dispatch Communication

- Send Email To: Kohl's TD
- Subject of Email: Style #, fit round, has been shipped
- Email: Include carrier and airway bill # in the email

Subject: WT13A177P / 1st fit has been shipped

Hi Ashley,

1st fit of FA21-WT13A177P is sent to you today (1/08) via DHL#2019721911 and I have uploaded comments/measurements/photo image and CPA page into onePLM, please kindly advise your comments upon receipt. Thank you and have a great weekend!

Best Regards,
Eilly

Sample Dispatch Shipping

- Mail fit samples individually and directly to the Kohl's TD listed on the Style overview page in OnePLM.
- If shipping multiple samples to different Kohl's Recipients:
 - Before** packing samples in shipping box, individually bag each sample in clear polybag with paper inside bag showing:
 - Kohl's Recipient Name
 - Department
 - Sample Type
 - Address the **outside** of the Shipping Box to:
Kohl's Corporate Office
Attn: **KOHL'S MULTIPLE RECIPIENTS**
N56W17000 Ridgewood Dr., **SOUTH DOCK**
Menomonee Falls, WI 53051 USA

TO	: KOHL'S PRODUCT DEV'T -LADIES' DIV
ATTN	: Kristin Spagnola (TD) SONOMA WOMENS
FROM	: VENDOR

Example of individually packaged sample shipped from a Vendor in a box addressed to Kohls Multiple Recipients.