

APPAREL: PP 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](#)

Attachments Tab

Upload Critical Points of Attention and PP digital e-pattern to **Style Overview Attachments Tab**

- ❑ [Uploading Critical Points of Attention \(CPA\)](#)
- ❑ [Uploading PP Patterns](#)
 - ❑ [Vendor Pattern Attachment Naming Convention](#)

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
 - ❑ CHILDREN'S SAFETY DRAWSTRING/DRAWCORD VIDEO required at PP stage (level 2 CTD)

KLink by KOHLS

REPORTS **RESOURCES** 🔍 🔔 K

MONTHLY UPDATES

LABELS AND PACKAGING

PERFORMANCE TESTING

COLOR SERVICES

2. GLOBAL TECHNICAL DESIGN

3. Apparel Resource Tools

Apparel Body Charts & Grading Schematics

CTD OnePLM Manual

Apparel Assistant TD/CTD Level 1

Apparel Associate TD/CTD Level 2

Apparel Resource Tools

Kohl's private and exclusive branded apparel information, procedures, and templates.

Policies and Procedures

- ❏ Kohl's Fit Sample Policy (Last Updated: 12/03/2020)
- ❏ Managing Style Complexity (Last Updated: 01/28/2021)
- 4. ❏ Kohl's Fit Comment Template (Last Updated: 11/04/2020)**
- ❏ Critical Points of Attention Expectations (Last Updated: 03/01/2019)

Dress Forms

- ❏ Dress Form Chart (Last Updated: 11/04/2020)
- ❏ Alvanon Order Form (Last Updated: 10/22/2020)

APPAREL: PP 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](#)
- Creating a Fit Eval when there is a FACTORY change

Sample Dispatch Communication

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

Subject: WS11G115R/PP Sample has been shipped

Hi Kallie,

Today approved PP sample of WS11G115R in garment dye and uploaded all documents to onePLM.

Please review and advise if any.

Will send 1 piece of reference PP sample to Kohl's office for your records.

Thank you so much!

Jinny

Sample Dispatch Shipping

- Mail PP 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.