Automated OTP / Vendor History Instructions

We understand that obtaining Open To Pay (invoices scheduled for payment) and Vendor History (invoices already paid) information is very important for our vendors. We have set up an automated system to provide this information to you when you request it, by filling out the attached Excel template and sending it to our Automation Email address to be processed.

If you handle multiple vendors:

● You will need to submit one request per email; separate emails per vendor name/number.

● Use one template per vendor number. Do not include multiple vendor details on one template, even if for the same query request.

1. STEP ONE: Fill out the excel template provided separately in the job aid folder with your vendor name and vendor number exactly as it appears on your check remittance (example below) or in the Oracle Supplier Portal. If your vendor number contains leading zeros, the template will remove them from the number you entered. This is ok!

Vendor Name	Vendor Number	Check Number	Check Date	Amount Paid
JOHN SMITH SUPPLIES	001234567	0999999999	06-02-2021	************100.00**

(RETAIN UPPER PORTION FOR YOUR RECORDS)

KOHL'S
P.O. BOX 3097
MILWAUKEE, WI 53201

JP Morgan Chase Bank N.A.
Miwaukee, WI

CHECK NUMBER: 0999999999
DATE: 06-02-2021
VENDOR NUMBER: 001234567

PAY THIS AMOUNT

$**100.00**   USD

VOID AFTER 90 DAYS

PAY TO THE ORDER OF
JOHN SMITH SUPPLIES
PO BOX 12345
MILWAUKEE WI 53202

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NOTE: Payments made via ACH do not include the vendor number. If needed, please reach out to your Kohl's contact for additional information.

- **DO NOT** try to change the format of any of the cells or alter the template in any way, if you do so and send your request, you will get an error message.
- For **OTP** Request - fill out the top portion of the template with required data (see below).

VENDOR OTP REQUEST	
VENDOR NAME	JOHN SMITH SUPPLIES
VENDOR NUMBER	1234567

- For Vendor History Request – fill out the bottom portion of the template with required data (see below).

VENDOR PAYMENT HISTORY REQUEST	
VENDOR NAME	JOHN SMITH SUPPLIES
VENDOR NUMBER	1234567
START DATE FOR PAYMENTS	1/1/2021
END DATE FOR PAYMENTS	3/31/2021

- For BOTH the OTP and the Vendor History - fill out the top and bottom portions
  - The Vendor Name and Vendor Number for both requests have to match

VENDOR OTP REQUEST	
VENDOR NAME	JOHN SMITH SUPPLIES
VENDOR NUMBER	1234567

VENDOR PAYMENT HISTORY REQUEST	
VENDOR NAME	JOHN SMITH SUPPLIES
VENDOR NUMBER	1234567
START DATE FOR PAYMENTS	1/1/2021
END DATE FOR PAYMENTS	3/31/2021

2. STEP TWO: Save the template file using your vendor name and number and attach to your email (example below). You **<u>must</u>** use our template in Excel format (.xlsx). Since this is an auto-generated email, the BOT will respond using your unique file name as the subject of the email. This is important to know if you deal with multiple vendors.

Name	Date modified	Type	Size
JOHN SMITH SUPPLIES 001234567	6/2/2021 11:24 AM	Microsoft Excel W...	8 KB

3. STEP THREE: The subject Line of the email **<u>must contain</u>** the words "**Vendor Form**" anywhere in the subject line. If not, the report(s) will not generate and you will receive an error email.

- **Vendor Form** – ABC VENDOR OTP

4. STEP FOUR: Email to expense.vendor.request@kohls.com

- **ONLY** send this to the email address above. The BOT will only respond to the original sender email address, so any additional email addresses that are included will not receive a response.

*** The Automated Process or 'BOT' will run M-F at 10:00 A.M. Central Standard Time. Any requests made after this time will not be processed until the next day (M-F) at 10:00 A.M. Central Standard Time. ***

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Errors:

● If an error occurs, you will receive an error message. Please ensure you have followed the BOT Vendor Request Instructions and if you have any additional questions please reach out to ap-expinquiry@kohls.com

● If you receive an error message stating "No Results found for…. Please check the input data." it is likely due to there being no data available, rather than an input error. If you still have additional questions after receiving this message please reach out to ap-expinquiry@kohls.com

● If you do not receive a response to your request, and it has been a few hours or more after 10:00 a.m. Central Standard Time, please check your Spam folder and/or add the email address: expense.vendor.request@kohls.com to your contacts to ensure you can receive emails from this address.