

Bid Rounds Training

onePLM | Vendors

Why Cost in onePLM?

We're moving towards one source of truth - to support costing negotiations previously done in Jaggaer in onePLM.

Tool Reduction

Jaggaer will be phased out and costing information will not need to be extracted for negotiations

Streamlined Information

Any needed data changes are easier and updates live without needing to edit the data elsewhere

Reduced Workload

Reduced manual set-up for Costing Analytics and elimination of duplicated workload for vendors

Eliminated Workload

Load bid sheets into Jaggaer & manually upkeep COP and vendor email lists

Manually update, drop and add styles during the re-lock phase

Vendors no longer need to re-enter all costing details & can mass manage their offers

All tasks either automated or mass manageable in onePLM!

| Workflow & Ownership



End to End Workflow

1

Bid Rows are created automatically. Email Invites are triggered to alert vendors

2

Bid Rows automatically open at assigned date & time and vendor receives auto alert

3

Vendor enters and submits costing information for round 1 as well as required offer information using mass manage query.

4

Bids remain in Vendor Bid Sheet queries until round closes

5

Round 1 Bid Rows automatically “close” at specified date/time and vendor receives auto alert

6

Costing Analytics updates Vendor Duty % and Duty Free indicators in onePLM
REMINDER: If a duty is updated by Kohls, DO NOT change it in Round 2!

7

Round 2 Bid Rows automatically are created after round 1 closes or if new styles are added

8

Bid Rows automatically open at assigned date & time and vendor receives auto alert

9

Vendor enters and submits R2 costs. If any offer information is still missing, it must be entered by R2 close.

10

Bids remain in Vendor Bid Sheet queries until round closes. After R2 closes, you will not have access to the bid.

11

Sourcing sends award letters and assigns the correct bid row in onePLM to IN PROGRESS.

12

Cost information entered during the negotiation phase flows to offer line. You **DO NOT** need to re-enter any information on the Offer Response and **FC cost will become read only.**

Bid Row Statuses

NULL	In blank status, offer information can flow to the bid row and automatically update it.
OPEN	This means event has started. This status allows the vendor to see the bid in their view.
SUBMITTED	This means a bid has been submitted by the vendor on an event that has not closed yet. It is done by either uploading using the bid template or selecting the bid row and clicking “Submit Bid”.
CLOSE	This means event has closed. This status removes the bid from the vendor’s view.
IN PROGRESS	The bid has been chosen by the Sourcing team. Sourcing will push the cost to the offer line. There is no auto alert when this happens. You should NOT edit any information on the Offer Response once it flows from the bid row. <i>If an edit needs to be made after the final round closes, reach out to your Sourcing partner and they will re-open a bid row so component costs can be captured and data matches between the offer and the bid.</i>
CANCELLED	The bid has been dropped by Production (re-lock or per Sourcing’s direction), It will also apply when Event Timing is changed (due to an error), which will cancel the incorrect bid row and open a correct one.
DECLINED TO OFFER	A vendor has declined to bid on a style.

Vendor Bid Email Alerts

How are vendor bid alerts generated by the system?

1. When an initial bid is created for each round
2. When a bid round opens and closes

Note: Every time bid row actions are generated across multiple styles at one time, only one email is sent.

What is included in the bid invite email alert?

- Event Name
- Style numbers
- A link to the styles listed in the email

Who do they go to?

They are sent to the email associated with the vendor's party record

| Costing in an event

Vendor Bid Sheet

How to search

Conditions (what pulls back in the query)

(for Vendor it will only pull bids assigned to them)

- **RFQ:** Bid Status equal to Open or Submitted, Event Type
- **Non-RFQ:** Bid Status equal to Open or Submitted, Event Type,
- **Sets:** Bid Status equal to Open or Submitted, Product Type equal to Sets

Who has access: Vendors, Costing Analytics & Sourcing

Key Search Criteria

- Event Name
- Sourcing Type
- Product Type
- Division
- Brand
- Gender
- Size/Fit Range

When & how will it be used: Vendors to submit their bids & view vendor feedback, Costing Analytics to pull bid data for RFQ tool, overall view access to bids in progress

Vendor Bid Sheet Upload Process

NOTE: This process applies to all three vendor bid sheets: RFQ, non RFQ and Sets

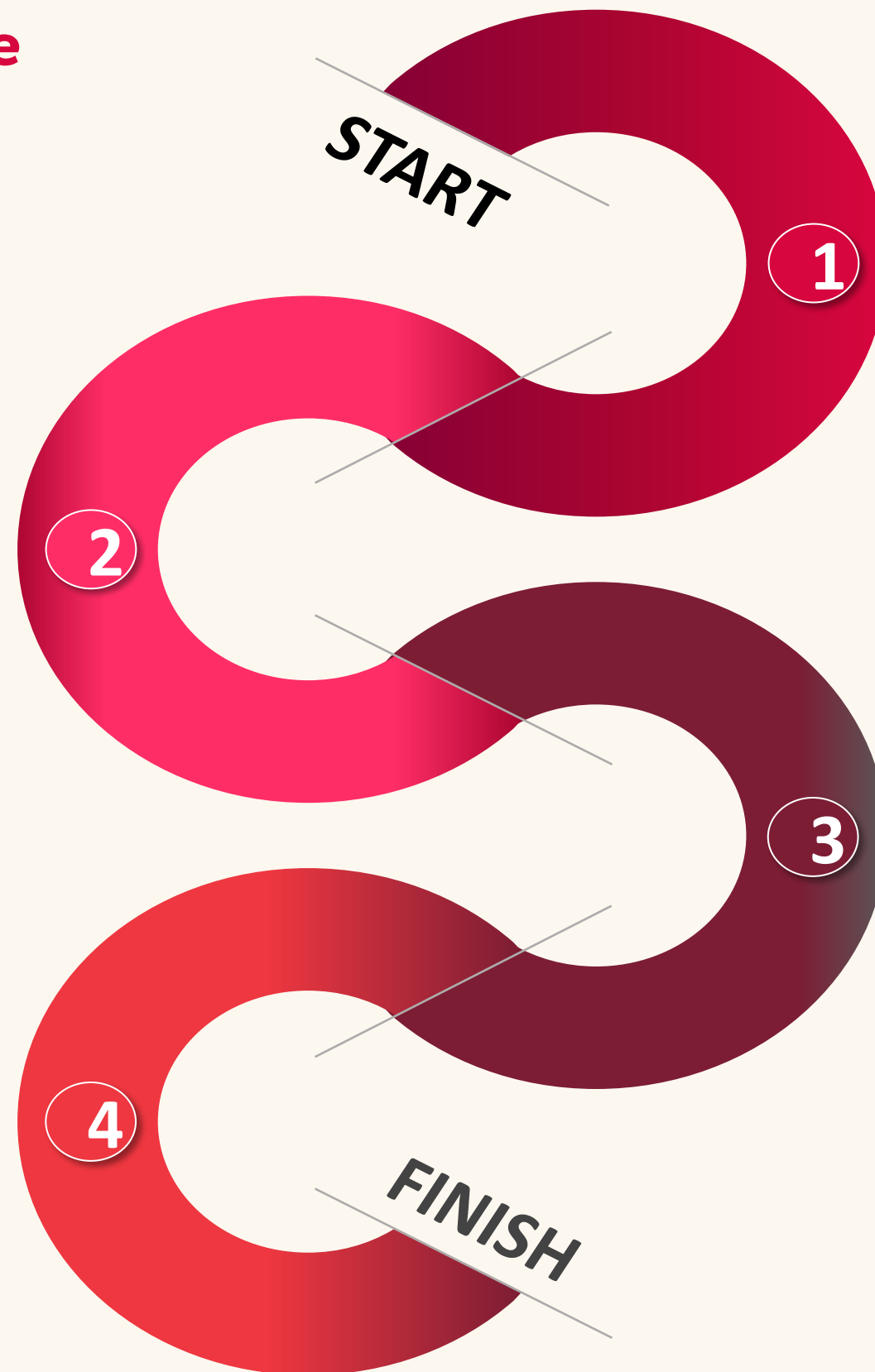
IMPORTANT - DO NOT change the name of the worksheet tab or change any header names in the upload template!

Download the Bid Sheet Upload template

In the “Hot Links” section of the homepage, click on “Bid Sheet Template”. This will download the excel sheet costing must be entered into to upload & submit.

Submit the Bid Sheet Upload template

Once your bid sheet upload template is all filled in, submit it using the “Bid Round Data Import” process on the oneplm homepage. This will load your information into onePLM if there are no errors AND submit your bid. You can still see your submitted bids until the round closes.



Search for styles in correct Bid Sheet query and exports to Excel

On the onePLM homepage, navigate to the non-RFQ, RFQ and Sets queries as needed (depending on what has been bid to you) to export necessary bid information needed for the upload into an excel sheet.

Copy key information from Bid Sheet query export and fill in costing info in template

Copy the Event Name, Offer Number, Bid Round and I/D indicator from your original bid export into the template. Then fill in remaining costing information and save. NOTE: If you choose to copy costing information from another source, only paste up to the “Addtl Comments” field.

Cost component requirements | Landed Vendors (Vendor IOR)

Domestic and FD Landed vendors: $I/D = D$, $LF Ind = N$.

All fields in bold are **required** to submit a bid in onePLM.

FOB and COP codes must be validated, (three characters) not free text

FOB COST COMPONENTS

Mill

Mill COP

Alternate Fabric

Nominated Fabric (Y/N)

Fabric/Yarn FC

Fabric CIF

Yield (YY)

CMP (Cut Make Profit)

Trim

Packaging/Labels

Hanger

Wash

Misc

FC COST COMPONENTS

Warehouse/Replen

Other

(Royalties, US Overhead, Licensing)

Duty

must be a value between 1% and 40%.

Freight

Cost component Calculations | Landed Vendors (Vendor IOR).

FOB COST

Non-Sets: (Fabric CIF x yield) + CMP + Trim + Hanger + Packaging & Label + Wash + Misc

If any required fields do not have a cost associated with it, vendor will be required to enter 0

FC COST

FOB cost + (FOB *Duty%)**+ Freight + Warehouse/Replen + Other(Royalties, US Overhead, Licensing)

**Duty Rate must be a value between 1% and 40%.

If any required fields do not have a cost associated with it, vendor will be required to enter 0

SETS Cost component Calculations | Landed Vendors (Vendor IOR)

FOB COST

Top FOB: (Top Fabric CIF x Top yield) + Top CMP + Top Trim + Top Packaging & Label + Top Wash + Top Misc + **Hanger**

Bottom FOB: (Bottom Fabric CIF x Bottom yield) + Bottom CMP + Bottom Trim + Bottom Packaging & Label + Bottom Wash + Bottom Misc

Misc FOB: (Misc Fabric CIF x Misc yield) + Misc CMP + Misc Trim + Misc Packaging & Label + Misc Wash + Misc Misc

If any required fields do not have a cost associated with it, vendor will be required to enter 0

FC COST

FOB cost + **(Top FOB *Duty%) + (Bottom FOB *Duty%) + (Misc FOB *Duty%)** + Freight +

Warehouse/Replen + Other(Royalties, US Overhead, Licensing)

Duty Rate must be a value between 1% and 40% in Top, Bottom & Misc Duty field.

If any required fields do not have a cost associated with it, vendor will be required to enter 0

Cost component requirements | Non Landed Vendors (Kohls IOR)

FD non-landed (KI) vendors: $I/D = I$, $LF Ind = N$. **L&F vendors:** $I/D - I$, $LF Ind = Y$.

All fields in bold are **required** to submit a bid in onePLM.

FOB and COP codes must be validated (three characters) not free text

FOB/FC COST COMPONENTS

- Mill
- Mill COP
- Alternate Fabric
- Nominated Fabric (Y/N)**
- Fabric/Yarn FC**
- Fabric CIF**
- Yield (YY)**
- CMP (Cut Make Profit)**
- Trim
- Packaging/Labels**
- Hanger
- Wash
- Misc

OTHER COST COMPONENTS

- Duty**
- FOB**
- Units/CBM**
- FOB and units/CBM will be entered as it is required to confirm an offer.*
- Guardrails:**
 - Units/CBM must be between 100 and 2,000*
 - FOB and COP codes must be validated, (three characters) not free text*

Cost Component Calculations | Non Landed Vendors (Kohls IOR)

FOB COST

$(\text{Fabric CIF} \times \text{yield}) + \text{CMP} + \text{Trim} + \text{Hanger} + \text{Packaging \& Label} + \text{Wash} + \text{Misc}$

If any required fields do not have a cost associated with it, vendor will be required to enter 0

FC COST

Equal to FOB cost

If any required fields do not have a cost associated with it, vendor will be required to enter 0

SETS Cost component Calculations | Non Landed Vendors (Kohls IOR)

FOB COST

Top FOB: (Top Fabric CIF x Top yield) + Top CMP + Top Trim + Top Packaging & Label + Top Wash + Top Misc + **Hanger**

Bottom FOB: (Bottom Fabric CIF x Bottom yield) + Bottom CMP + Bottom Trim + Bottom Packaging & Label + Bottom Wash + Bottom Misc

Misc FOB: (Misc Fabric CIF x Misc yield) + Misc CMP + Misc Trim + Misc Packaging & Label + Misc Wash + Misc Misc

If any required fields do not have a cost associated with it, vendor will be required to enter 0

FC COST

FOB cost

If any required fields do not have a cost associated with it, vendor will be required to enter 0

Vendor Feedback | How to interpret

GREEN	Competitive
YELLOW	Not Competitive
RED	Significantly Not Competitive

Mass Update Offer Information Query

How to search

Conditions (what pulls back in the query): Any offer that has a bid row associated with it.

Who has access: Vendors

Key Search Criteria

- Event Name
- Fiscal Season
- Dev Season
- Event Type
- Sourcing Type
- Product Type
- Division
- Brand

See our Tips & Tricks job aid for more search tips!

When & how will it be used: After an event begins, the vendor will use this query to mass manage remaining offer information that is required for Kohls to confirm an offer. Best practice is to have the information completed BEFORE the last round is complete. This will ensure you do NOT need to go back into the system later on.

Mass Managing Offer Info | Workflow for styles in an event

No need to go into the Offer Response page individually!
NOTE: if you have a set with multi HTS, you will still need to enter that information at an offer level on the Multi HTS tab as normal.

STEP 2:

Costing Event in progress

Enter required information:

- **Factory**
- **Fabric UM**
- **Mill COP**

You can also mass manage the below:

- **Vendor Style ID**
- **Vendor Style Description**

And access the offer for multi HTS entry!

STEP 3:

Costing Event closes

Cost is agreed upon between parties and cost event ends

Bid info moves to the offer

If Sourcing chooses your bid to move forward, they will trigger a process to flow all info to the offer line **automatically!**

STEP 1:

Costing Event is open

Review styles in Mass Update Offer Information query

Making changes to the cost | Post Event Workflow

REMINDER: once a bid is marked *IN PROGRESS*, the **FC Cost** field will be **read only on the Offer Response** and edit access **will not** be gained by re-emailing the offer.



bid row ➡ offer line

 | Costing without an event (*no bid rows*)

Styles not in an event | What if there is no bid row?

1. Check the “Event Timing” field on the offer - [see training video at 33:50](#) for where to find this information.
2. If the Event Timing field says “**No Event Needed**”, then enter costing on the Offer Response.

If the Event Timing field says one of the below, then look for a bid row and enter costing at the bid level.

Fall Flex

Holiday Flex

Spring Flex

Summer Flex

Fall Secondary

Holiday Secondary

Spring Secondary

Summer Secondary

Fall Primary

Holiday Primary

Spring Primary

Summer Primary

Support & FAQ

Support | Tools

Your K-Link onePLM page is [here](#). See “**Bid Rounds**” section for support materials. This is accessible without needing to login to K-Link!

If you cannot resolve your issue or question using the existing support materials, email us at oneplmsupport@kohls.com.

General Support Request Best Practices:

- Submit at least one bid row early on in the costing window. **Don't wait until the last minute to upload all of your data!** If you do encounter an issue with the upload, please navigate to the query itself and enter your costing in the list results, save and submit using the “Submit Bid” process.
- When you encounter an issue that cannot be resolved using the training and support materials, **always send an email to oneplmsupport@kohls.com with your bid upload sheet attached and a summary of the issue you encountered.** This includes system outages or any bugs that you encounter. This will help us work with our technology team to resolve the issue quickly.

Vendor Support | FAQ - Bid Rows & Upload

Process

I received an alert that a bid row was created- why can't I see my bid in onePLM?

You will not see your bid in the Vendor Bid Sheet queries until the round opens. There will be another alert sent to the email address associated with your party record once the bid is open and ready for you to upload costing.

I'm having trouble using the costing upload process - what should I do?

Please review the error messages you receive at the top left corner of the upload screen. You can even print this message for easy reference. The message will tell you which rows you need to fix and the reason it did not accept your entries.

Common Error Messages



Check to make sure you have navigated to the “Hot Links” section of the homepage and downloaded the **upload template**. ***DO NOT try to upload the data extract from the query itself***, this will not work. You need to use the data extract ONLY to copy/paste the following information into the upload sheet:

Required to upload:

- Event Name
- Offer Number
- Bid Round
- I/D indicator
- Supplier Ref #

Optional:

- Dev Choice Style Number
- Mill Name

Vendor Support | FAQ - Bid Rows & Upload Process

I'm having trouble using the costing upload process - what should I do? - cont.

See [the Vendor Bid Upload Error Message Job Aid found on K-Link](#) for other common error messages and how to fix your upload sheet.

Review the Submit Column

If all of your entries are correct, make sure the hidden column AG says 'SUBMIT' - you should NOT have to touch this field normally, but if it is missing, enter the word "SUBMIT" and fill down to all of the columns you want to submit.

All other issues

If you still encounter an issue with the upload, you can navigate to the queries itself and enter your costing in the list results, save and submit using the "Submit Bid" process. Send an email to oneplmsupport@kohls.com with your bid upload sheet attached and a summary of the issue you encountered if there is a system outage, bug or other unresolvable problem.

Vendor Support | FAQ - Costing Calculations

I'm not seeing the cost rollups at the end of my cost entries that show my FOB and FC costs - what should I do?

Ensure you have **AT LEAST the costing event name and offer number in the row**. The system requires these fields to populate a value in the FOB and FC cost fields.

NOTE: If you have highlighted the data in a row that includes those cells and hit "delete" to clear the data the formulas in the upload sheet for each row will delete. You will be able to tell if the formula is missing by selecting the cell and checking the "Formula" header.

To fix this issue:

Option 1: Re-download a fresh copy of the upload sheet from the Hot Links section on the onePLM homepage and copy/paste your data into it.

Option 2: See [this video on K-Link](#) for a visual of this process. Below is a step by step:

1. Select a cell below or above the row with the missing formula
2. Place cursor in bottom right corner until a plus icon appears
3. Click and drag the cell into the cell with the missing formula

My FOB or FC Costs don't seem to be rolling up correctly?

The formulas we use to calculate FC and FOB costs in onePLM and on the upload sheet can be found in the training deck above. If you find you still have questions about the rollups, please contact oneplmsupport@kohls.com for assistance.

Vendor Support | FAQ - Mass Manage Offer Information

When do I use the Mass Update Offer Information query?

You should enter the remaining required information that is not on the bid row **during the negotiation process**. This will ensure that you do not have to go back in later on and enter the information if the style is awarded to you, which could cause delays in the confirmation and order writing process. The below fields will be editable:

Required offer information needed to confirm:

- Factory
- Mill COP
- Fabric UM

Optional but used by vendors for GTC/Broker info:

- Vendor Style ID
- Vendor Item Description

I don't see my cost component information from the bid row in the Mass Update Offer Information query even though I entered it already. Should it be visible?

During negotiations: At the time you enter this information, the read only cost component fields in the query ***will not be visible. They are not mass manageable and are for reference only.***

After the event is complete: The cost component information you enter on the bid row ***will reflect in the query ONLY when the bid is marked IN PROGRESS by Sourcing.*** All information that does not exist on the bid row but is needed for confirmation will be editable and is listed above.

Can I use the Mass Update Offer Information query to update data for any style, even if it does not have a bid row?

No, this query is to update information that does not currently exist on the bid row, but is required for Kohls to confirm the development choice on the style.