Definitions for Commonly Used Terms

A
Advance Ship Notice (ASN): Used to communicate shipping information within Oracle. Required at time of shipment departure and prior to invoicing.
All Items List (AIL): Master list of all order details for a specific project.

B
Blanket Purchase Agreement (BPA): Project based contractual pricing agreed upon the vendor and Kohl's based off of RFQ. The BPA is attached to POs to capture agreed pricing.

C
Capital Projects: Items ordered for existing stores.
Change Order (CO): Any revision to the PO data will result in a modified order. All change orders require an Acknowledgement.

E
eSupport/Service Channel: An online, real time issue reporting tool. This is used to resolve issues for Kohl's stores.
Exception Order: Exception items are replacements for missing or damaged items from the original shipment and are requested via eSupport.
Existing Store: Any Kohl's location open for more than 30 days and not currently involved in Special Construction related project.
Extraction: Process of extracting data from store floor plans to build POs against.

Definitions for Commonly Used Terms

K
Kit: Kohl's internal term for multiple components identified on a fixture plan that are extractable and contain fixture components to be ordered.
Kohl's Approved Item Label: Kohl's specific item label to be attached to all cartons shipping to any Kohl's location.
Kohl's Group email: Vendor maintained email address that contain all associates involved with the Kohl's account. Email group is where all Kohl's communication is sent to.
Kohl's ME (mode execution) or TP Load Number: Shipment approval number given by Kohl's Logistics to a vendor after the PO has been released. It is used to track shipments with Kohl's Vendors/Carriers. Vendors must obtain this number prior to shipping freight and indicate it and Kohl's PO number on all carrier paperwork/BOLs.

M
myKohl's: Is an online tool used by Corporate to communicate to the Stores.

Definitions for Commonly Used Terms

N
New Store: Based upon market research, Kohl's identifies opportunities in specific markets and proceeds to open a New Store Location.
Non Merchandise Order Form (NMOF): Capital Rollout spreadsheet with all project details, sent to Procurement for order creation.

O
Oracle: Cloud-based financial/ordering system used to transact between Kohl's and its business partners.

P
Prepaid Shipments: Vendors who pay for freight. Pre-paid authorization from Uber Freight is still required for these deliveries.
Promised Delivery Date (PDD): The date in which the Vendor communicates they can achieve delivery. This date could match the Requested Delivery Date or could supersede Requested Delivery Date if at risk.
Proposal: Link within Service Channel that seeks relevant information for damaged or missing items to be ordered for replacement. A PO will be issued once proposal has been approved.
Prototype: A Preliminary model of a Fixture or Visual Item. A Prototype Item should NOT be shipped without a PO.
Purchase Order (PO): Order released via the Oracle Portal.

Definitions for Commonly Used Terms

R
Ready Ship Date (RSD): Earliest date an order should be available for shipping. Actual ship date will be communicated by Kohl's Logistics once the ME/TP Load Number is released to the vendor with carrier information.
Requested Delivery Date (RDD): Date on PO that reflects the date item must deliver to the store on.
Responsibility: "Contractor", "Store" or "Fee" specific field on each PO used to indicate delivery/install responsibility of an item. This field should be populated as such on the Koh's Approved Item Label.
Request for Quote (RFQ): A document issued by the Procurement Team to qualified vendors for pricing and lead time for a specific project. aka "Request for Quotation"
Routing: The process of scheduling the time and transportation of when goods will be picked up from a vendor's facility and then delivered to a Kohl's specified location.

S
S@K: The abbreviation for Sephora @ Kohl's
Service Channel/eSupport: An online, real time issue reporting tool. This is used to resolve issues for Kohl's stores.
Special Project: Items ordered for existing stores outside of the New Store, Refresh, and Capital Project processes that require contractor installation.
Supplemental Labeling: A color sticker noting specific parent department names identified for projects. Supplemental Labeling is noted on Kohl's provided All Items List at the beginning of each project and will be listed on each order if required. aka "Color Sticker"
Supplier Portal: The Oracle cloud platform that allows vendors to directly access POs to acknowledge, process change orders, upload ASNs and upload invoices
Symbol: Fixtures and/or visuals identified on a fixture plan that are extractable and contain fixture components to be ordered.

Definitions for Commonly Used Terms

T
Third Party Ship To: Goods delivered by Kohl's request to another Vendor, DC or 3rd Party Warehouse. Third Party Ship To is noted on Kohl's provided All Items List at the beginning of each project and will be listed on each order if required.
Transmittal: Internal formal communication instructing and resulting in change to a PO.

U
Uber Freight: An online process to communicate routing information between Vendors and Kohl's.

V
Vendor Bulletin: Critical communication sent bi-weekly to the vendors regarding current or upcoming projects.

Z
Zero Cost Order (Penny PO): PO that reflects zero cost issued to vendor based on zero cost proposal. PO is used to route, track, and report item(s) sent into the store.