

KOHL'S

K-Link Vendor Guide

Factory Direct Training



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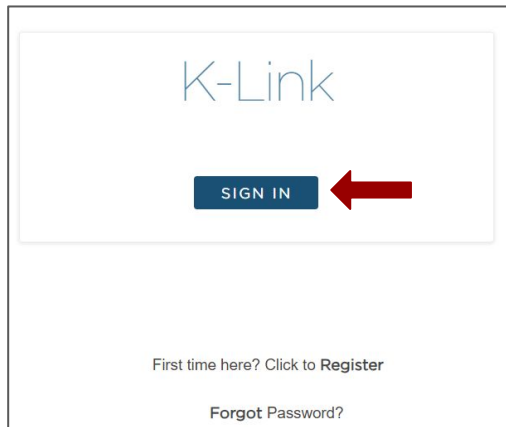
K-Link Overview



Video can be accessed within K-Link

Logging into K-Link

- Use the following link to access K-Link: link.kohls.com
 - Preferred Browser:
 - Chrome 65 incognito
 - Mozilla Firefox
- Click on Sign In
- Enter your username & click Next
- Enter your password & click Verify
- To register, select the "Click to Register" link
 - Click [here](#) for registration instructions



Support:

- K-Link Business & Resource Content Support: Use the Contact Us link on the K-Link dashboard or email us at k-link@kohls.com

Accessing Product Guides & Resources



Find all EDI Related Resources here. Click [here](#) to learn more

For more information on the Kohls Photo & Video Style Guide, click [here](#)

REPORTS PRODUCT **RESOURCES**



Digital

Direct Ship (DSN)

User Generated Content

K-Link Guides & How-To

Find all K-Link Related Resources here. Click [here](#) to learn more

Legal

EDI

Mapping Guidelines

Testing Requirements

New Vendor Setup

EDI Requirements

[View All](#)

Sustainability

Kohl's Photo & Video Style Guide

Accessories

Baby & Kids Gear

Beauty

Consumables

[View All](#)

New Vendors

Global Trade Compliance

Customs Compliance

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Kohl's PDP Copy Guide

Accessories

Baby & Kids Apparel

Baby Gear

Consumable, Pet & Gifting

[View All](#)

Logistics

Appendices

Forms

Invoicing

Monthly Updates

[View All](#)

For more information on the Kohl's PDP Copy Guide Guide, click [here](#)

Private and Exclusive Brands

Monthly Updates

Labels and Packaging

Performance Testing

Color Services

[View All](#)

Accessing K-Link Guides & Trainings

The screenshot shows the K-Link website interface. At the top left is the K-Link logo with 'by KOHL'S' underneath. To the right are navigation links for 'REPORTS', 'PRODUCT', and 'RESOURCES'. The 'RESOURCES' link is highlighted with a red border. Below these is a search icon, a notification bell with '39', and a circular profile icon. A large purple banner with the word 'Digital' and a right-pointing arrow is positioned below the navigation. Underneath the banner is a menu with three items: 'DIRECT SHIP (DSN)', 'USER GENERATED CONTENT', and 'K-LINK GUIDES & HOW-TO'. The 'K-LINK GUIDES & HOW-TO' item is circled in red. A large red arrow points from this menu item down to the 'K-Link Guides & How-To' section of the page. This section contains several sub-sections: '(NEW) Law Label Tags' with a link 'How to Provide Law Label Tags' (last updated 12/07/2023); 'Video Guides' with links for 'K-Link Vendor Overview' (07/01/2018), 'K-Link Vendor Attribution' (02/01/2021), 'K-Link Vendor Image Upload' (02/01/2021), and 'K-Link Webinar Attribution and Images' (02/18/2022); and 'Guides' with links for 'K-Link User Guide - Vendor Role' (04/01/2021), 'Vendor Webinar FAQ' (04/01/2021), 'K-Link Attribute Definitions' (03/13/2019), 'How to Find CP ID' (11/01/2018), 'Business Reporting Sales Performance - Vendor View' (02/01/2021), 'Vendor Asset Maintenance' (01/30/2020), 'Style Level Dashboard' (10/10/2019), and 'Made in USA FAQs' (06/14/2024).

To access K-Link training guides, videos and other references:

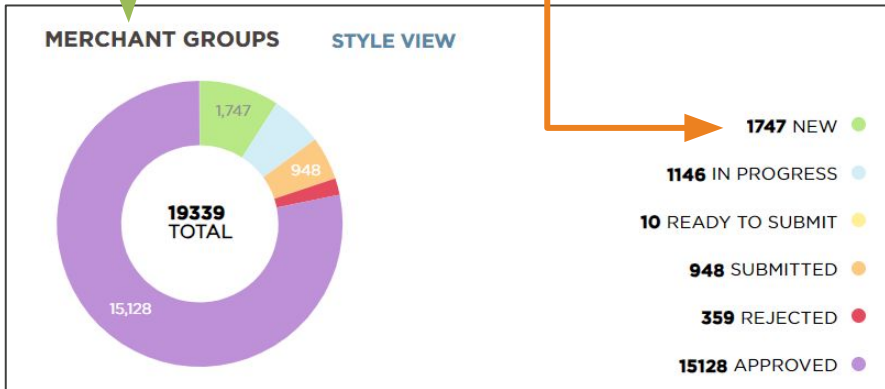
1. Hover over RESOURCES
2. Select Digital
3. K-Link Guides and How-to

Finding your Merchant Group

A merchant group is a group of styles that live within the same department. It is most likely organized by a buy plan created by a Kohl's Buyer. You will get an email from K-Link when a new Merchant Group is created.

Use the Merchant Group Widget to access your merchant group

- Click on **MERCHANT GROUPS** to access the Merchant Group Dashboard (preferred access method)
- All statuses in the widget are hyperlinks that when clicked will take you to the Merchant Group Landing page for that status



Merchant Group Dashboard

K-Link REPORTS PRODUCT RESOURCES

Merchant Groups (134344)

474 Selected

VENDORS BRANDS ASSIGNED TO MAP STATUS STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
03/04/2019	REPORT FOOTWEAR INC_219_LC GUAVA BLACK & NUDE Status: 2 5616, 24	Merchant1 Specialist1 Take ownership gina Engelen	10/16/2018 02/14/2019	WAITING ON IMAGES READY FOR IP REVIEW
11/05/2018	GONZALES ENT INC OBA FIFTH SUN_307_RUSH NOV TEST TEES Status: 11 5616, 00	Chia Thae Take ownership Not Assigned	10/25/2018 02/26/2019	WAITING ON IMAGES READY FOR IP REVIEW
01/01/1900	NIKE USA INC_307_SPP9 SLEEVELESS TOPS Status: 7 5616, 364	Culvin Laminid Take ownership Jennifer Sutton	11/22/2018 07/23/2019	WAITING ON IMAGES READY FOR IP REVIEW

Finding your Merchant Group

Merchant Groups (213)

11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY RELAUNCH Styles: 48 SKUs: 48	IP1View1 IP Take ownership VU	04/01/2019 01/03/2019	WAITIN REJECT

Advanced Filters

Clicking on Advanced Filters allows you to filter by Merchant Group Name, Attribute Due Date, Image Due Date and Class.

Searching by merchant group name is the fastest way to find a merchant group

11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

Merchant Group Name
Merchant Group

Attribute Due Date All

Image Due Date All

Class Class

CLEAR FILTER APPLY FILTER

Merchant Group Timelines

Merchant Groups

This column displays the name of the merchant group. Past this column, the merchant group is split into two timelines: **the top line is for attribution** and **the bottom line is for images**.

Merchant Groups (213)

11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS	
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY RELAUNCH Styles: 48 SKUs: 48	IP1View1 IP Take ownership	04/01/2019	WAITING ON IMAGES	VIEW
		Ellen Ying VU	01/03/2019	REJECTED	VIEW

Attribute Timeline Icon 

Image Timeline Icon 

Attribute timeline
Image timeline

Assigned To

This column displays the name of the person that's working on the group. When "Assigned To" says "Not Assigned", it means no one has begun working on that group. If someone else is listed as the owner, you can select the "Take Ownership" link to assign the group to yourself. Clicking the "edit" button will automatically assign the group to you.

Merchant Groups (213)

11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS	
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY RELAUNCH Styles: 48 SKUs: 48	IP1View1 IP Take ownership	04/01/2019	WAITING ON IMAGES	VIEW
		Ellen Ying VU	01/03/2019	REJECTED	VIEW

Merchant Group Timelines

Due Date

This column displays due dates, assigned by the merchants, for when attributes and images need to be uploaded by. Each timeline has its own due date display. By clicking on the header, you can sort the groups by due date. Due dates that are past due will turn red but do not prevent you from still accessing the group and completing work.

Status

This column provides insight into where the merchant group is in the set-up process. As a Vendor, you will see 7 statuses throughout the progression of the merchant group.

Merchant Groups (213)

11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY RELAUNCH Styles: 48 SKUs: 48	IPIView1 IP Take ownership	04/01/2019	WAITING ON IMAGES
		Ellen Ying VU	01/03/2019	REJECTED

Merchant Groups (213)

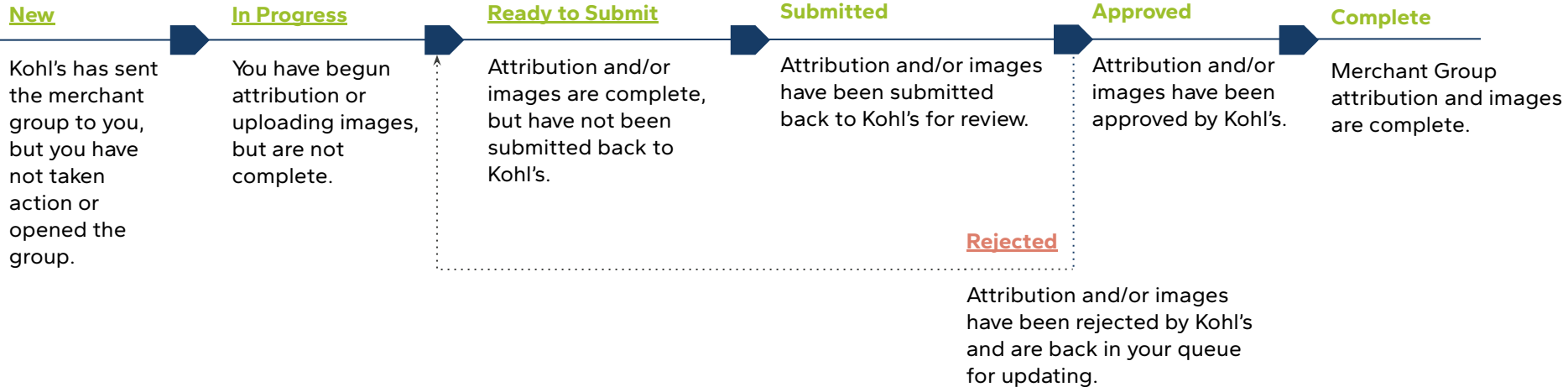
11-SOLID SHEETS VENDORS BRANDS ASSIGNED TO STATUS Advanced Filters

PRODUCT LAUNCH DATE	MERCHANT GROUPS	ASSIGNED TO	DUE DATE	STATUS
05/05/2019	LI & FUNG (TRADING) LIMITED_11_BTS 19 BIG ONE JERSEY RELAUNCH Styles: 48 SKUs: 48	IPIView1 IP Take ownership	04/01/2019	WAITING ON IMAGES
		Ellen Ying VU	01/03/2019	REJECTED

Merchant Group Statuses



Below are the different statuses you will see displayed under the attribute or image timeline.

- The timeline status of the merchant group will display the lowest styles's status, meaning if all style statuses are Approved, but 1 style is Rejected, the status on the merchant group timeline will display Rejected.
- Statuses below that are underlined are ones where vendors need to take action





Entering Merchant Groups



To access a merchant group, hit the blue EDIT button

	Sarah Yorkey Merchandise Specialist	06/19/2020	MERCHANT ATTRIBUTION COMPLETE	EDIT
	Megan Miller IP	07/31/2020	APPROVED	VIEW

▶ If another colleague has ownership of the timeline, you will see “Take Ownership” listed below the name display of the attribute timeline

	Merchant1 Specialist1 Merchandise Specialist	10/18/2018	WAITING ON IMAGES	VIEW
	Take ownership			
	Gina Engelen IP	02/14/2019	READY FOR IP REVIEW	VIEW

▶ If you need to make an edit to a style via the merchant group, you may **take ownership from the current user**. A prompt will display warning you that you will be taking ownership. Click Continue.

	Sarah Roman IP			
	Take ownership			
	Sarah Roman IP			

Warning !

You are going to take the ownership of TOPSON DOWNS OF CAL INC | 113 | data1003 from Merchant 11 Specialist 11.

Cancel **CONTINUE**

Once attributes are submitted and show Approved, you may no longer make changes.

Should you require changes, please work with your Kohl's team to follow an internal process for post-publish updates.

When you need to add additional images after approval and the blue edit button is displaying as view, please reach out to k-link@kohls.com to unlock the image timeline.

Please provide your merchant group(s) name(s), your email address you use to log into K-link, and your first & last name.

	Sarah Yorkey Merchandise Specialist	06/19/2020	APPROVED	VIEW
	Megan Miller IP	07/31/2020	APPROVED	VIEW

Attribution



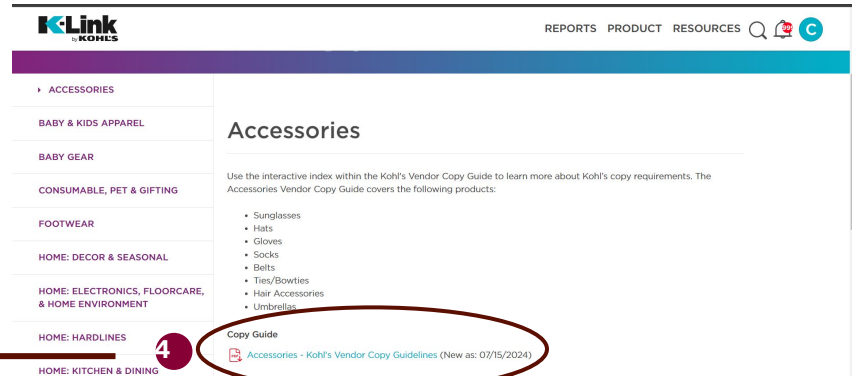
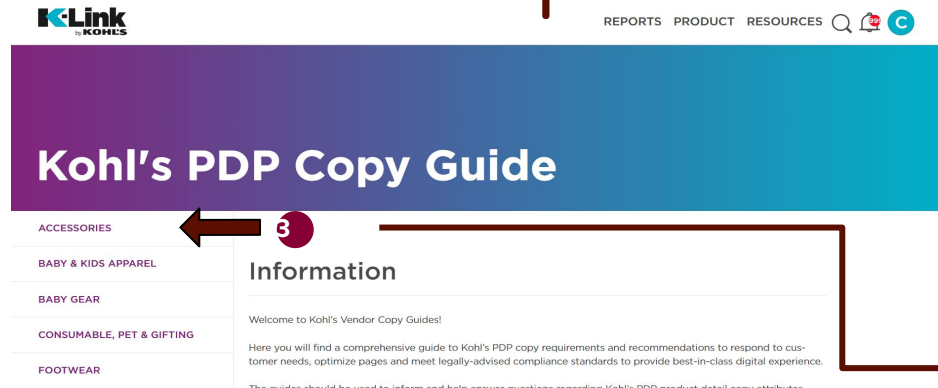
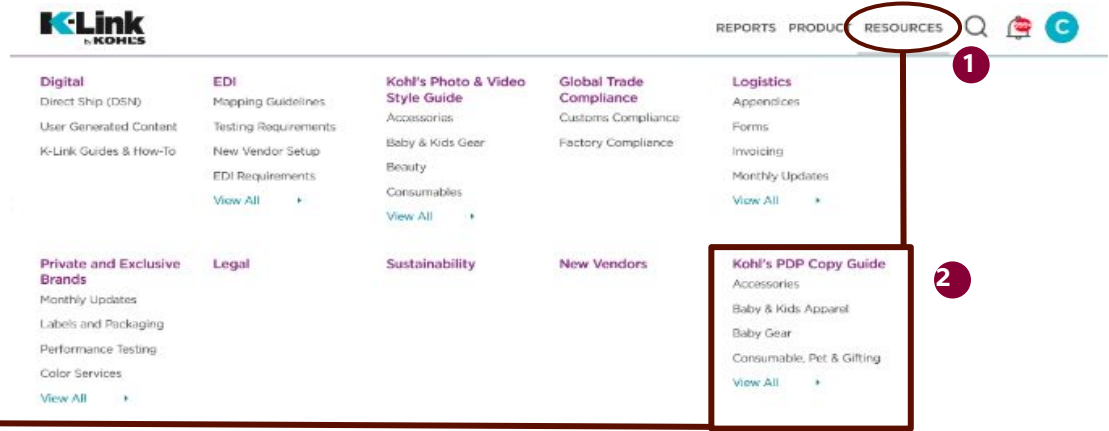
Video can be accessed within K-Link

Kohl's Product Detail Page (PDP) Copy Guide

This guide outlines attribute requirements and includes visual examples to assist vendors in accurately providing vendor copy attributes for approval. Additionally, it features an attribute glossary, tips & tricks, and legally-advised compliance guidelines. These resources are designed to clarify requirements, minimize attribute rejections, and enhance our product pages while ensuring adherence to standards.

To Access Guides:

1. Hover over RESOURCES
2. Select Kohl's PDP Copy Guide
3. Select Category of Business
4. Click the link to open



Kohl's Product Detail Page (PDP) Copy Guide

- Use the index page within the guide to select the product you are wishing to attribute.
- This will take you to the page outlining the Copy Requirements for that product and guide you through entering these attributes directly into K-Link

INDEX

Click, or navigate to categories at right.

SUNGLASSES COPY REQUIREMENTS 5	HAT COPY REQUIREMENTS 6	GLOVES COPY REQUIREMENTS 7	SOCKS COPY REQUIREMENTS 8	BELT COPY REQUIREMENTS 9
TIE & BOWTIE COPY REQUIREMENTS 10	ACCESSORIES ATTRIBUTES GLOSSARY 11	ACCESSORIES ATTRIBUTES GLOSSARY (CONTINUED) 12	ACCESSORIES ATTRIBUTES GLOSSARY (CONTINUED) 13	KOHL'S PRODUCT DETAIL ICONS 14
KOHL'S SUSTAINABILITY RESPONSIBLE PRODUCT FEATURES 15	LEGAL 16	REJECTIONS 17	TIPS, TRICKS & BEST PRACTICES 18	

SUNGLASSES COPY REQUIREMENTS

The following is a snapshot of the attributes that are typically required for Sunglasses copy approvals. This not an exhaustive list and is subject to change. For attribute definitions, visit the [Attribute Glossary](#)

Men's Ray-Ban RB3498 61mm Polarized Rectangle Sunglasses
[Ray-Ban](#)

A

A. Product Title

1. **Recommended Title/Title Description:** Include brand, gender, product and any other necessary information required to title your product for Kohls.com.



B

B. Product Details

1. **FEATURES:** The following attributes help us build this section of the PDP
 - Frame Material
 - Special Features
 - Lens Material
 - Lens Color
 - Frame Color
 - Origin
2. **FIT DETAILS:** The following attributes are necessary to create this section.
 - [How to find your frame size \(Kohl's provided link\)](#)
 - Eye/bridge/temple measurements (in mm)
 - Silhouette

Protect your eyes in style with these sleek, polarized sunglasses from Ray-Ban.

PRODUCT FEATURES

- Metal
- Standard
- This frame is durable
- Lens material: plastic
- Polarized
- Green
- Frame color: black
- Hard
- Imported

FIT DETAILS

- [How do I find my frame size?](#)
- Eye/bridge/temple measurements: 61mm/17mm/135mm
- Silhouette: rectangle

1-2

Adding Attributes in K-Link

1. [Navigate to your Merchant Group](#)
2. Hit Edit on the [Attribute timeline](#)
 - a. [Take Ownership if someone within your organization has already started editing](#)
3. When you first enter the Merchant Group, you will be asked to [select a Specific Product](#)
 - a. The specific product will represent the product you are selling
 - i. **Example:** if you are selling “tops” to Kohls, a specific product may be “t-shirt”
 - b. When you select a Specific Product, it will narrow down the attributes you need to fill out to those that are applicable to the actual product
 - c. You can select No Value, which will display all attributes for that product category
 - i. **Example:** if you are selling “tops” to Kohls and select No Value as your specific product, it will display all top related attributes

Selecting a Specific Product

The screenshot shows the 'Merchant Groups' interface for 'AGRON INC_175_ADIDAS19BACKPACKS'. It features a table with columns for Vendor Style, Description, Kohls Style ID, Color, PDP Category, Specific Product, and Status. A dropdown menu is open for the 'Specific Product' column, showing options like 'No Value', 'Backpacks', 'Bag Accessories', 'Duffels', 'Lunch Totes', 'No Value', 'Sackpacks', and 'Sportbag Sets'. A green arrow points to the 'Attributes' tab, and a blue arrow points to the 'SAVE CHANGES' button. A red circle highlights the dropdown menu, and a black arrow points to the 'No Value' option.

VENDOR STYLE	DESCRIPTION	KOHL'S STYLE ID	COLOR	PDP CATEGORY	SPECIFIC PRODUCT	STATUS
5133553	ALLIANCE II SACKPACK BLACK	73601585	BLACK	SPORTS BAGS	No Value	NEW
5133584	DIABLO SM INTENSE PINK	99672526	BR PINK	SPORTS BAGS	No Value	NEW
5136407	DIABLO SM ONIX SOLAR RED	99673355	ONX/BLK/RD	SPORTS BAGS	No Value	NEW
5141478	ALLIANCE II SACKPACK SHOCK PINK	73586836	MED PINK	SPORTS BAGS	No Value	NEW

“No Value” will be the default for the Specific Product field. **If you do not change the Specific Product, you will see a broad list of required attribution based on the PDP Category.**

Select a specific product from the dropdown. This will narrow down the number of attributes shown on the following pages.

You can mass update the Specific Product by selecting the checkmarks on the left. Fill in the correct Specific Product for the first style and it will apply to all selected rows.

After specific product has been chosen for all styles, click “Save Changes”. You will not be able to proceed with attribution until you save.

Entering Copy Attribution



After a Specific Product is chosen, attribution for the styles can be completed. There are four different ways to attribute a style. Click on each method to learn more.

➤ **Single Style Edit**
Enter attributes one style at a time by clicking the vendor style number.

➤ **Mass Update**
Enter information once for all common attributes across styles. Click only the styles you want, or click the checkbox by Vendor Style to select all, then click “Mass Update”.

➤ **Grid Edit View**
Enter all attribution for all styles within the merchant group by clicking the “Attribute Grid View” button. This acts as Excel within the system.

DEPARTMENT: 73 - INF&TOD BASICS&ACCES | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | GROUP DESCRIPTION: BABYSWEDE LLC_73_Buy34567 | ATTRIBUTE DUE: 06-28-18 | IMAGES DUE: 06-28-18 | COUNTS: CC: 30 | SKUs: 36

Attributes | Images and Samples

Edit Attributes | Attribute Grid View | Import Attributes | Export Attributes

<input type="checkbox"/>	VENDOR STYLE	DESCRIPTION	KOHL'S STYLE ID	COLOR	PDP CATEGORY	SPECIFIC PRODUCT	STATUS
<input checked="" type="checkbox"/>	F2134	Blanket	46140148	2 Colors Available...	Infant/Toddler Basics & Accessories	Baby Blankets	NEW
<input type="checkbox"/>	F2135	Baby Blanket	46140145	2 Colors Available...	Infant/Toddler Basics & Accessories	Baby Blankets	NEW
<input type="checkbox"/>	F2136	Blanket	46140155	Grey	Infant/Toddler Basics & Accessories	Baby Blankets	NEW
<input type="checkbox"/>	F2137	Blanket	46140147	Grey	Infant/Toddler Basics & Accessories	Baby Blankets	NEW

Submit

➤ **Export to Excel**
Click “Export Attributes” to export an Excel attribution sheet. This button can be found on the style list screen or it can be accessed in Attribute Grid View. Fill out the attributes, save the sheet, then click “Import Attributes” to import the attributes back into K-Link.

Copy Attribution: Single Style Edit

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns.

Most attribution is required, even if it's not completely applicable to your product.

Please choose or write "No Value" for any attribute that does not apply to your product.

Click "Save" at the top right to save your work. A message will appear noting that the work entered was saved.

Once attribution has been filled out, click the "Finish" button at the top of the screen. If you missed an attribute, a red box will appear around the missed attribute(s).



Pro Tip:

Utilize typeahead functionality for dropdown and multi-select dropdown fields.



Add Attributes for Vendor Style F2135

Save

FINISH

DEPARTMENT 73 | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | STYLE #: F2135 | DESCRIPTION: BABY BLANK..

STYLE HIERARCHY

Class 10 - BEDDING
Subclass 14 - BLANKETS

SETUP INFORMATION

Vendor Style
Vendor
Brand

What's Included?

Please enter a value

Copy Attribution: Mass Style Edit

Only attributes that are the same across the selected styles will appear on this page.

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns. If an attribute doesn't apply to your product, select or type in "No Value".

Some or all attribution can be filled in during Mass Update. Click "Save", then the "X" to return to the style screen.

If you choose to fill out all attributes, click the "Finish" button at the top of the screen when you're done. If you missed an attribute, a red box will appear around the missed attribute(s).

Add Attributes

DEPARTMENT 73 | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | STYLE: MULTI

SAVE FINISH

Style Attributes

SETUP INFORMATION

Vendor: BABYSWEDE LLC

Brand: BABY BJORN

SKU Strategy: Unique

Recommended Title/Title Description

Model/Style Number

Please correct the fields marked in red

Please enter the value

Copy Attribution: Grid View Edit

To update multiple styles in Grid Edit at once, click the style lines that need updating or click the checkbox next to Vendor Style to select all. The lines chosen will highlight in pink. Any update made to one line will populate on all lines selected.

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns. If an attribute doesn't apply to your product, select or type in "No Value".

Some or all attribution can be filled in during Grid Edit View. Most attributes will be required before submitting to Kohl's.

<input checked="" type="checkbox"/>	VENDOR STYLE			DESCRIPTION	VENDOR STYLE
<input checked="" type="checkbox"/>	Test 1	▼		Test 1	Test 1
<input checked="" type="checkbox"/>	Test 2	▼		Test 2	Test 2
<input checked="" type="checkbox"/>	Test 3	▼		Test 3	Test 3

Copy Attribution: Grid Edit View Cont'd

Any attributes missed & required, will have a red box around them. Once all attribution has been filled out, click the “Save” button at the bottom of the screen.

Click on the Merchant Group Name at the top left, or the “X” in the top right, to return to your style list screen, where you can submit your styles to Kohl’s for review.

K-Link by KOHL'S >>>> BABYSWEDE L... > Grid Edit View

DEPARTMENT: 73 - INF&TOD BASICS&ACCES | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | GROUP DESCRIPTION: BABYSWEDE LLC_73_BUY34567 | ATTRIBUTE DUE: 06-28-2018 | IMAGES DUE: 06-28-2018 | COUNTS: STYLES :22 | SKUS :36

Import Attributes | Export Attributes

VENDOR STYLE	VENDOR	BRAND	CLASS	SUBCLASS	SKU STRATEGY	RECOMMENDED TI...
F2134	BABYSWEDE LLC	BABY BJORN	BEDDING	BLANKETS	Unique	Baby Blanket
F2135	BABYSWEDE LLC	BABY BJORN	BEDDING	BLANKETS	Unique	Baby Blanket
F2136	BABYSWEDE LLC	BABY BJORN	BEDDING	BLANKETS	Unique	Baby Blanket
F2137	BABYSWEDE LLC	BABY BJORN	BEDDING	BLANKETS	Unique	Baby Blanket

SAVE

Copy Attribution: Export to Excel



Selecting the “Export Attributes” button exports a Vendor Style Attribute spreadsheet. An xlsx file will be downloaded to your computer.

Complete attribution in the yellow highlighted fields. Fields in gray are locked and cannot be updated.

If you filled out attribution in Single Style Edit, Mass Update or Grid View Edit, and then export to Excel, the values will appear in the exported spreadsheet.

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns.

	A	B	R	S	T
	Vendor Style	Description	Warranty Length	Warranty Length Other	Origin
1					
2	123456X123456789	Toys	SELECT		SELECT
3	12345XBX1234	Piggy Banks	SELECT		SELECT
4	1234XBX12345	Trucks	SELECT		SELECT
5					
6					
7					
8					

Please choose or write “No Value” for any attribute that does not apply to your product.

Once attribution has been filled out, save the document to load back into K-Link.

Warranty Length

- SELECT
- No warranty
- 30-day warranty
- 90-day warranty
- 120-day warranty
- 1-year warranty
- 2-year warranty
- 3-year warranty

Copy Attribution: Import to K-Link



Selecting the “Import Attributes” button on the style list screen opens a window to select the completed Vendor Style Attribute file. Browse your computer for the sheet you want to upload, then select “Open”.



A pop up window will appear and a warning message will display. Click “Continue” to import the attributes from the xlsx sheet.



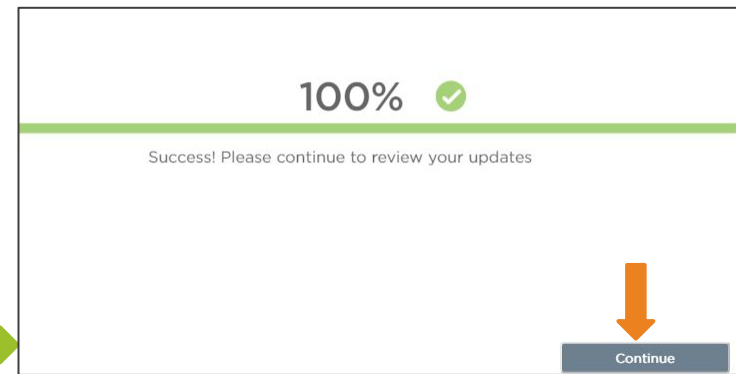
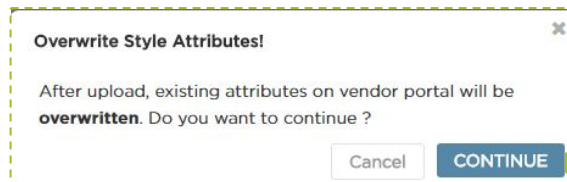
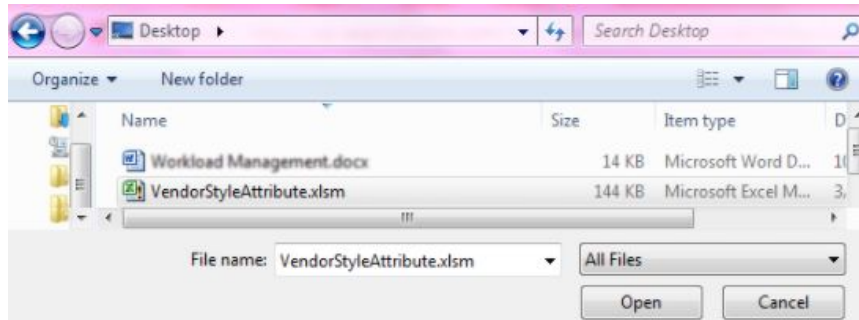
After the xlsx sheet is loaded, a success message will appear. Click “Continue” to exit the screen.



The Grid Edit View screen will appear. Review and make any updates to attributes here. Once updates are complete select the “Save” button.



If the xlsx sheet selected is not filled out completely, a warning message will appear notifying you of how many attributes are still missing. A red box will appear around the missed attribute(s). You do not need to fill out all attribution to import the spreadsheet back into K-Link.



Submitting Attribution to Kohl's



Once all attribution has been completed for the styles, the status will change from “In Progress” to “Ready to Submit”. Select the checkboxes next to the styles, then click “Submit”.

DEPARTMENT: 44 - DRESSES AND SKIRTS | VENDOR: TOPSON DOWNS OF CAL INC | BRAND: LOVE FIRE | GROUP DESCRIPTION: TOPSON DOWNS OF CAL INC_4... | ATTRIBUTE DUE: 01-14-19 | IMAGES DUE: 03-05-19 | COUNTS: CC: 4 | SKUs: 24

Attributes | Images and Samples

Mass Update | Attribute Grid View | Import Attributes | Export Attributes

<input checked="" type="checkbox"/>	VENDOR STYLE ▲	DESCRIPTION ▲	KOHL'S STYLE ID ▲	COLOR	PDP CATEGORY	SPECIFIC PRODUCT ▲	STATUS ▲
<input checked="" type="checkbox"/>	KFFDK9814	EC TIE FRONT BODYCON DRESS	39592792	4 Colors Available...	Dresses & Skirts	Dresses	READY TO SUBMIT

Submit



If a style is still in “In Progress” status, you will not be able to submit that style to Kohl's. Please make sure all styles are attributed which will which the status to “Ready to Submit”



If you'd like to leave a comment for Kohl's, you can do so by hovering between the status column and the attribution icon. A comment box will appear. Click on the comment box to leave a comment prior to submitting the styles. Kohl's is not alerted via email when a comment is left, so they may go unread until this group is worked on by a Kohl's associate.



Select all styles in “Ready to Submit” status and click submit on the bottom right of the screen.



Once submitted, Kohl's will review the attribution. If any attributes are rejected, the merchant group will be sent back to your queue and you will receive an email from the system to notify you of the rejection.

Merchant Group Page Status

STATUS

SUBMITTED

Once all styles have been successfully submitted, the status on the Merchant Group page will change to “Submitted”. Once Kohl's approves the attributes, you will see a status of “Approved”

Rejected Attribution



Kohl's may reject attribution if it appears incorrect or more information is needed. You'll be notified of the rejected merchant group, and will have the opportunity to correct the attribution & re-submit to Kohl's.

DEPARTMENT	VENDOR	BRAND	GROUP DESCRIPTION	ATTRIBUTE DUE	IMAGES DUE	COUNTS
73 - INF&TOD BASICS&ACCES	BABYSWEDE LLC	BABY BJORN	BABYSWEDE LLC_73_Buy34567	06-28-18	05-21-18	CC: 30 SKUs: 36

VENDOR STYLE	DESCRIPTION	KOHL'S STYLE ID	COLOR	PDP CATEGORY	SPECIFIC PRODUCT	STATUS
<input type="checkbox"/>	F2136	Blanket	46140155	Grey	Infant/Toddler Basics & Accessories	Baby Blankets REJECTED 2
<input type="checkbox"/>	F2137	Blanket	46140147	Grey	Infant/Toddler Basics & Accessories	Baby Blankets REJECTED 1
<input type="checkbox"/>	F2138	Blanket	46140146	Grey	Infant/Toddler Basics & Accessories	

From the style screen, click on the orange comment to the right of the status to see notes from the Kohl's team. Rejected attributes will be highlighted in red.

Use Single Style Edit, Mass Update, Grid Edit View or export to Excel to make changes to the attribute(s).

Once attribution has been updated, the status will change to "Ready to Submit" and you will be able to submit attribution back to Kohl's. Once submitted, the status will change to "Submitted".

Merchant Group Page Status

IN PROGRESS

If not all styles are rejected, the Merchant Group page will display the group as "In Progress".

REJECTED

If all styles are rejected, the Merchant Group page will display the group as "Rejected".

Comments

Rejection
Specific Product
Jessica Wolfe 6 min ago
Please update and resubmit
[Reply](#)

Rejection

[CANCEL](#) [SEND](#)

***Please note: Comment feature on the style does not work as a messaging system.**

Images



Click [here](#) for video guide

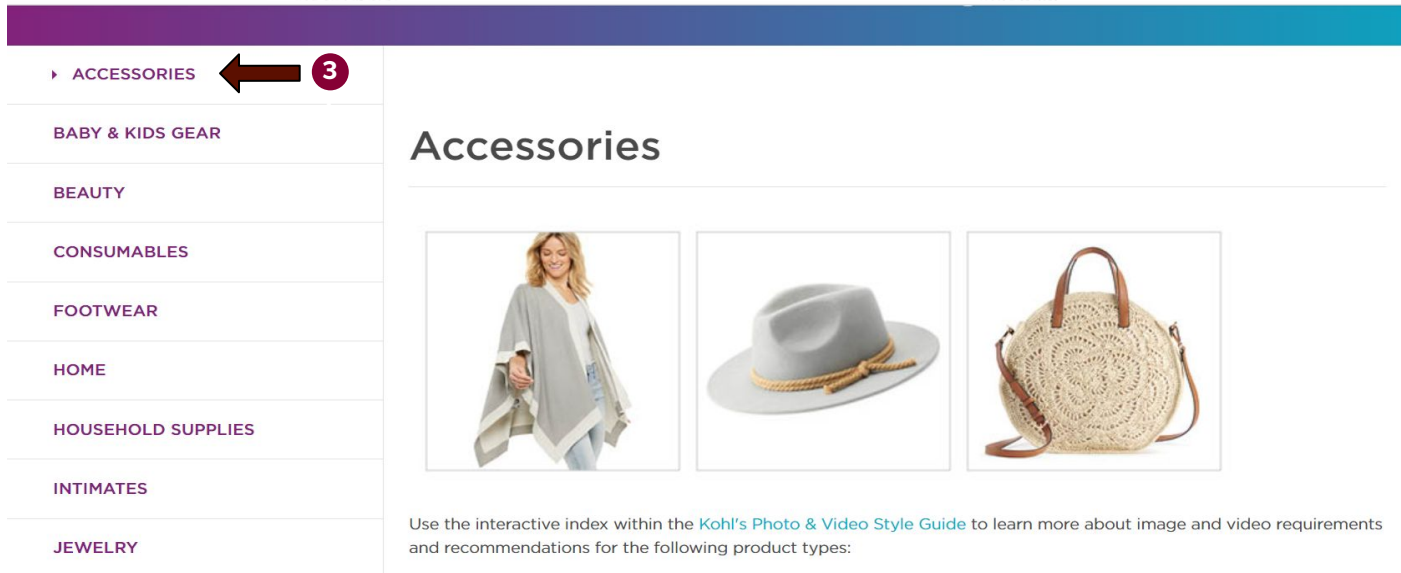
Kohl's Photo & Video Style Guide

The Photo & Video Style Guide a comprehensive guide to Kohl's imagery and video requirements, standards, and recommendations for vendors. This guide will provide clear direction for image and video expectations, reduce image and video rejections, and offer Kohl's customers a consistent and enhanced experience.



To Access Guides:

1. Hover over RESOURCES
2. Select Kohl's Photo & Video Style Guide
3. Select Category of Business
4. Download PDF



Use the interactive index within the [Kohl's Photo & Video Style Guide](#) to learn more about image and video requirements and recommendations for the following product types:

Image Specs Attributes

- Use the index page within the guide to select the product you are wishing to provide images for.
- This will take you to the page outlining the Image Requirements for that product and guide you through the shots & image specifications you need to avoid an image rejection

INDEX

Click, or navigate to categories at right.

image specs 4	Image file naming requirements 5	video specs 6	lighting, usage & casting 7	Kohl's content capture services 8
handbags 9	handbags 10	belts 11	hats 12	hair accessories 13
sunglasses 14	scarves 15	face covering & masks 16	wraps 17	hosiery/leggings 18
mens & womens adult socks 19	kids socks 20	cold weather 21	travel/cosmetic cases 22	mens accessories 23

IMAGE SPECS

Image File Specifications:

- Imagery must be professionally styled, lit, captured, and retouched.
- **Photography only.** Illustrations or renderings are not acceptable.
- **On-Fig File Dimensions:** We request that images be cropped square, at a minimum of 3000 x 3000 pixels, (10"x 10" @ 300 PPI) with product filling 85% of frame. 50-200 pixel border around the product (@ no more than ¼ of an inch from the edge of the product to the edge of the canvas). Any lifestyle images should also be cropped 3000 x 3000 pixels, (10"x 10" @ 300 PPI), but with no border.
- **Off-Fig File Dimensions:** We request that images be cropped square, at a minimum of 2000 x 2000 pixels, (10"x 10" @ 200 PPI) with product filling 85% of frame. 50-200 pixel border around the product (@ no more than ¼ of an inch from the edge of the product to the edge of the canvas). Any lifestyle images should also be cropped 2000 x 2000 pixels, (10"x 10" @ 200 PPI), but with no border.
- **File Color Space:** sRGB or Adobe RGB
- **Acceptable File Formats:** JPEG, TIFF (Other formats will be auto rejected by K-link).
- **Product Selection:** Accurate path/channel selection of product must be included with every file.
- **Background:** Unless otherwise specified, background should be white (RGB 255). Certain departments require grounding shadow.
- **Accuracy:** Image must accurately represent the product.
- **Quality:** Product must be clear and in focus at 100% magnification. All product imagery is to be captured according to the Kohl's-approved lighting, set and styling guides, and must include appropriate additional views (ALTs)
- No added graphics to any MAIN view. This includes emblems, awards or badges, action graphics, or image insets (unless specifically requested).

Sample Indicator in K-Link

IMPORTANT!

The toggle is only to be used for samples that need to be shot by Kohl's photo studio.

Please do not use this toggle to indicate that you're sending ad samples.

Style Level Samples

If you are sending samples for **all colors for one style**, click the "All style's sample sent" toggle to orange. Leave a comment at the style line to indicate the tracking number and date you are sending the sample to Kohl's.

Customer Choice/Color Level Samples

If you are sending samples for **certain colors for a particular style**, select the "Samples Sent" toggle next to the color that you'll be sending. For the colors you are not expecting Kohl's to shoot, you will need to provide an image.

Merchant Groups > 5TH AND OCEAN_17_1903061600465281

DEPARTMENT: 17 - NCA | VENDOR: 5TH AND OCEAN | BRAND: NBA | GROUP DESCRIPTION: 5TH AND OCEAN_17_19030616... | ATTRIBUTE DUE: 04-17-19 | IMAGES DUE: 04-17-19 | COLLECT: CC: 2 | SKUs: 4

VENDOR STYLE	IMAGES	COMMENTS
Test601 Wisconsin Badgers Tee CC: 2 Images: 0 Due: 08-08-18	All style's samples sent <input checked="" type="checkbox"/> Add Image	
Customer Choice #: 14429765 Vendor Color: RED NRF Color: 600-RED Images: 0 Due: 08-08-18	Samples sent <input checked="" type="checkbox"/> Add Image	
Customer Choice #: 14429766 Vendor Color: GRAY NRF Color: 020-GREY Images: 0 Due: 08-08-18	Samples sent <input type="checkbox"/> Add Image	

IMAGES

All style's samples sent
Add Image

Samples sent
Add Image

Samples sent
Add Image

Image Upload: Naming Convention



Follow the below naming conventions to upload images to K-Link.

Style with One Color

Simply name your image by the vendor style number. If you have multiple images for a style, put an underscore after the style number, then add “main”, “alt”, “side”, “back”, etc. to describe the image. **Ex. f2136_alt.jpg**

Style with Multiple Colors

Images need to display at a color line to submit to Kohl's. To place images automatically at the color line, name images as vendor style number_vendor color. You can add more underscores with “alt”, “side”, “back”, etc. to further describe the image.

Ex. F2134_Oxford_main.jpg

Uploading Images

UPLOADING 10 IMAGES



BABYSWEDE LLC_73_F2136_Grey.tif

F2136
Blanket
CCc: 1 | Images : 1 | Due: 06-28-18

All style's samples sent

Add Image

CC #: 9790874
Vendor Color: Grey
NRF Color: 020-GREY
Images: 1 | Due: 06-28-18

Samples sent

Add Image

The system will automatically add the vendor name & department number to the vendor style number, and the image will auto-feed to the color line if there is only one color for that style.

F2134
Blanket
CCc: 2 | Images : 3 | Due: 06-28-18

All style's samples sent

Add Image

CC #: 9790873
Vendor Color: Grey
NRF Color: 020-GREY
Images: 2 | Due: 06-28-18

Samples sent

Add Image

CC #: 9790909
Vendor Color: OXFORD
NRF Color: 002-OXFORD
Images: 1 | Due: 06-28-18

Samples sent

Add Image

BABYSWEDE LLC_73_F2134_Grey_ALT.tif

BABYSWEDE LLC_73_F2134_Grey.tif

BABYSWEDE LLC_73_F2134_Oxford.tif

Uploading Images



Clicking on the [“edit” button for the image line](#) on your merchant group page takes you to the image upload screen. All styles living within this merchant group appear on this page.

Mass Upload

Click the “+” button to upload images for multiple styles in your group. There is no limit to the number of images you can upload. If you have multiple colors per style, name images by vendor style_vendor color so the system will automatically assign the image to the appropriate color choice.

Single Style & CC Upload

Clicking on the “Add Image” placeholder next to a style or customer choice allows you to upload images for that style or color. If you upload at a style level, and your style has multiple colors, you’ll either need to [add the vendor color to the image name](#), or [manually move the images to the CC line](#).

The screenshot shows the K-Link by Kohls Merchant Groups interface for BABYSWEDE L... The interface includes a navigation bar with the K-Link logo and the merchant name. Below the navigation bar, there are tabs for 'Attributes' and 'Images and Samples', with a green arrow pointing to a red '+' button in the top right corner. The main content area is a table with columns for 'VENDOR STYLE', 'IMAGES', 'STATUS', and 'COMMENTS'. The table lists four styles: F2134 Blanket, CC #: 9790873, CC #: 9790909, and F2135 Baby Blanket. Each style has an 'Add Image' placeholder and a toggle for 'All style's samples sent' or 'Samples sent'. An orange arrow points to the 'Add Image' placeholder for the first style.

VENDOR STYLE	IMAGES	STATUS	COMMENTS
F2134 Blanket CC: 2 Images: 0 Due: 06-28-18	All style's samples sent <input type="checkbox"/> Add Image	NEW	
CC #: 9790873 Vendor Color: Grey NRF Color: 020-GREY Images: 0 Due: 06-28-18	Samples sent <input type="checkbox"/> Add Image		
CC #: 9790909 Vendor Color: OXFORD NRF Color: 002-OXFORD Images: -1 Due: 06-28-18	Samples sent <input type="checkbox"/> Add Image		
F2135 Baby Blanket CC: 2 Images: 0 Due: 06-28-18	All style's samples sent <input type="checkbox"/> Add Image	NEW	

Uploading Images Cont'd

After clicking add images, a pop up will appear. Click Browse to add the image(s) you want to upload from your computer. Then click “Open”.

The system will check the image name and file specifications. If the image doesn't meet the requirements, an error message will appear. Verify the image and try again.

When successfully uploaded, a green checkmark will appear. You now have the option to click “Done” or select the orange “+” button to add more images.

For styles with multiple colors, the thumbnails will appear next to the color choice if the image name has the vendor color.

For styles with one color, the thumbnail will automatically route to the color choice under that style.

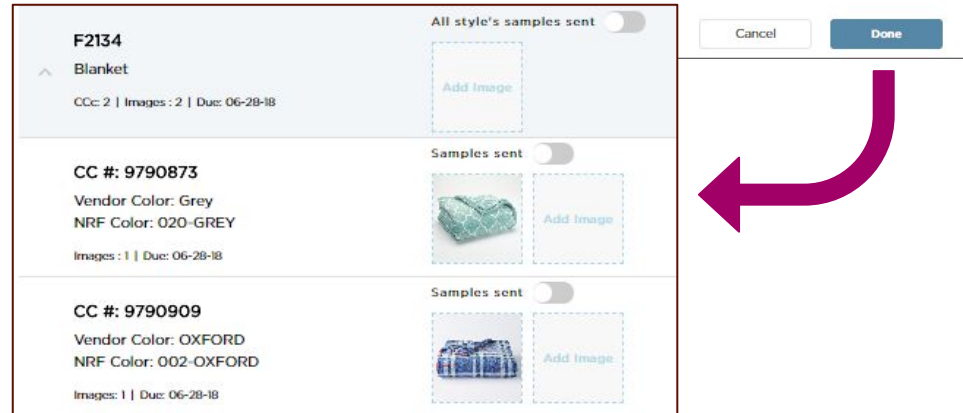
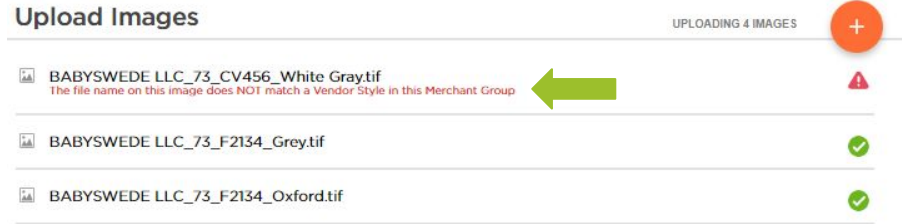


Image Upload: Moving Images



If images with multiple colors were uploaded without the vendor color in the filename, they will populate at a style level and will need to be moved manually to the corresponding customer choice.



Hover over the images sitting at a style level. Click on the orange checkbox in the top left corner of the image(s) to select.



If there are multiple images for a color, you can select all images at one time.



Click the orange arrow next to the color choice box to move the selected image(s) to that color.



All colors must be moved to their color choices before submission, or an error message will appear and images will not be submitted.

The screenshot illustrates the image upload process in three stages:

- Top Panel:** Shows a style level for 'XYY12345 Baby Blanket' with three images. An orange arrow points to the top-left checkbox of the first image, indicating selection. A toggle for 'All style's samples sent' is visible.
- Middle Panel:** Shows the same style level. A green arrow points to the 'Move selected image(s) here' button next to the 'Samples sent' toggle, indicating the action to move the selected image.
- Bottom Panel:** Shows the result after moving the image. The 'Samples sent' toggle is now active, and the image has been moved to the 'Samples sent' section. A dashed red box highlights the updated state.

Rejected Images



Kohl's may reject images if they don't meet requirements. You'll be notified of the rejected style & will have the opportunity to correct & re-submit images to Kohl's.



Images with a red border and bell are rejected.



Hover over rejected images to see the rejection note left by the Kohl's team.



Delete or reload rejected images. All CC's that had a rejected image should be reloaded unless it was noted as not needed by the Kohl's team.



Loading an image with the same name as the rejected image will replace the rejected image.

The screenshot shows the Merchant Group Page Status for BABYSWEDE LLC_73_1901220703101626. The interface is divided into columns: VENDOR STYLE, IMAGES, STATUS, and COMMENTS. Three vendor styles are listed:

- F2134** (Blanket): All style's samples sent (toggle off). Status: REJECTED. A red bell icon and a comment bubble with the number 2 are visible.
- CC #: 9790873** (Vendor Color: Grey, NRF Color: 020-GREY): Samples sent (toggle off). One image is rejected (red border and bell icon). A comment bubble is visible.
- CC #: 9790909** (Vendor Color: OXFORD, NRF Color: 002-OXFORD): Images: 1 | Due: 05-21-18. One image is rejected (red border and bell icon). A rejection note is displayed: **REJECTED** QCoE Retoucher Today, 00:00PM IP Specialist [Customer Choice #: 14427515- BLACK-001] This image is too small per Kohl's size requirements.



Click on the orange comment to the right of the status to see any additional notes from the Kohl's team.

Merchant Group Page Status

REJECTED

If one or all images are rejected, the Merchant Group page will display the group as "Rejected".

Reloading Images



If an image is rejected and is needed by Kohl's, a new image will need to be loaded and submitted back to Kohl's.

Click on the Mass, Style, or CC upload options to reload the rejected image(s).

Reloaded images should be updated per the Kohl's feedback. The same image that was rejected should not be reloaded.

When images are reloaded to a style, the style status will change from "Rejected" to "In Progress".

After all images are reloaded to their correct CC, click "Submit" to submit the new images to Kohl's. The Merchant Group status will change to "Submitted".

The screenshot displays the merchant interface with the following details:

- VENDOR STYLE:** F2134, Blanket, CC: 2 | Images: 3 | Due: 05-21-18
- IMAGES:** All style's samples sent (toggle), Add Image button
- STATUS:** REJECTED

The modal window for uploading images includes:

- Icon of a picture with a mountain and sun.
- Text: Upload JPEG or TIFF Images
- Button: BROWSE
- Text: Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 DPI)

The bottom row shows the style status updated to:

- STATUS:** IN PROGRESS
- Submit** button at the bottom right.

Appendix



Step-By-Step Guide

Log In

- Log into K-Link using your Kohl's-provided username and password.

Attribution

- Find the merchant group you need to access.
- Click the "edit" button for the attribution line of the merchant group.
- Select a Specific Product from the dropdown. This will narrow down the number of attributes shown on the following pages.
- Click "Save Changes" .
- **Single Style Edit**
 - Click on the vendor style number to enter attribution about that particular style. Fill in all attribution, then click "Save" or "Finish" at the top of the screen.
 - If you click "Finish" but haven't filled in all attributes, a red box will appear around the missed attribute(s). Fill out the highlighted attributes.
- **Mass Update**
 - Select the styles you want to mass edit, then click the "Mass Update" button. This view displays only common attributes across the selected styles.
 - Fill in as many or as few attributes that have common values.
 - Once attribution has been filled out, click the "Finish" button at the top of the screen. If you missed an attribute, a red box will appear around the missed attribute(s). You can "Save" if you've filled out everything that you wish to fill out.
- **Grid Edit View**
 - Click the "Attribute Grid View" button.
 - Fill in attribution for all styles. You can tab across each style or select multiple styles and mass update. Once all attribution is complete, hit the "Save Changes" button to return to the style list page.

Export/Import

- Click the "Export Attributes" button to export a Vendor Style Attribute spreadsheet.
- Fill in attribution in the yellow highlighted fields and save the spreadsheet when finished. Any previously completed attribution will export into the spreadsheet and does not need to be completed again.
- Click the "Import Attributes" button to import the Vendor Style Attribute spreadsheet back into K-Link.
- Upload the XLSM or XSLX formatted spreadsheet
- Click Continue to upload the sheet, and then again to review the attributes in Grid View.
- Click "Save Changes" to return to the style list screen.
- All attribution is required. The status will not change to "Ready to Submit" until all attribution has been filled out.
- Use the uppermost checkbox to select all styles, then click "Submit" to send the styles to Kohl's.
- **Packaging Capabilities**
 - Find the merchant group you need to access.
 - Click the "edit" button for the attribution line of the merchant group.
- **Style Attribution**
 - As with copy attribution, there are four different ways to attribute a style for packaging information.
 - Preset data collected from the vendor profile page will populate for all the capabilities. This data can be overwritten.
- **SKU Attribution**
 - Select packaging capabilities at a SKU level for ECom Channel (Bulk/Bulk Case) and Consumer Dimensions.
 - Changes made at the style level to ECom packaging attribution will override SKU level data.

Step-By-Step Guide

Images

- Find the merchant group you need to access.
- Click the “edit” button for the image line of the merchant group.
- If you need to view image specifications before uploading, click the Image Specifications link within the “Upload Images” button.
- Images should be named by Vendor Style. If there are multiple colors, the name should be Vendor Style_Vendor Color. If you have alternate images for a style, use the underscore color/alt naming convention listed in the Image Specifications doc.
- **Image Upload: Mass Upload**
 - Ensure images are named Vendor Style_Vendor Color
 - Click the orange “+” button at the top right corner to mass load for all styles
 - Click the “Browse” button and navigate to the saved images on your computer.
 - Select one or multiple images to upload. The style number in the image name must match the style number in K-Link.
 - Click “Open”. Selected images will load in vendor portal. A green checkmark means they uploaded successfully. A red error message will alert you if images didn’t load successfully.
 - If you have more images to upload, click the orange “+”. If not, click “Done”.
- **Image Upload: Single Style or CC Upload**
 - Click the image placeholder next to a style or CC to load images for that style or color choice
 - Click the “Browse” button and navigate to the saved images on your computer.
 - Select one or multiple images to upload. The style number in the image name must match the style number in K-Link. If you have alternate images for a style, use the underscore color/alt naming convention listed in the Image Specifications doc.
 - Click “Open”. Selected images will load in vendor portal. A green checkmark means they uploaded successfully. A red error message will alert you if images didn’t load successfully.
 - If you have more images to upload, click the orange “+”. If not, click “Done”.
 - Image thumbnails will replace the image placeholder that you clicked on to upload images at the style or CC line.

Step-By-Step Guide

- **Moving Images**
 - If images were mass uploaded, or loaded at a style level without vendor color in the filename, they will populate at a style level and need to be moved to their customer choice.
 - Hover over the images sitting at a style level and chose the orange checkbox in the top left corner of the image(s) to select them.
 - Click the orange arrow next to the color choice box to move the selected image(s) to that color.
 - All colors must be moved to their color choices before submission.
- **Samples**
 - If you are sending samples for ecomm, select the “Samples Sent” toggle next to the style or CC number. **This is only for product page imagery. Ad samples are not being tracked in K-Link.**
- When all images are uploaded, click the “Submit Images” button to send the images or sample sent information to Kohl’s.
- To add images for legacy styles created prior to K-Link, click on the Product link in the top navigation, then click on Asset Maintenance.

Rejected Attribution

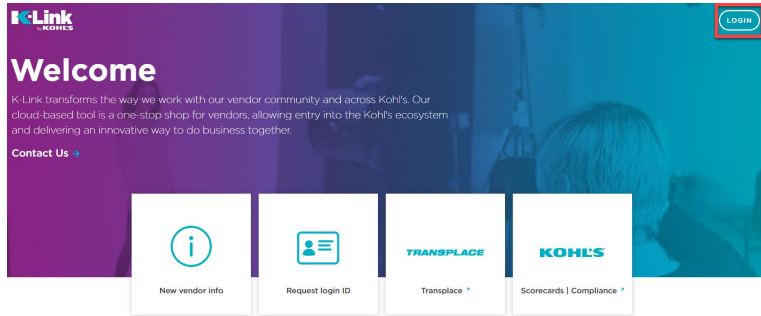
- If attribution is rejected by Kohl’s, the merchant group will flow back to your queue.
- Click the “edit” button for the attribution line of the merchant group.
- Read the comments for the rejected styles to understand which attributes to review. Feel free to leave comments back to Kohl’s.
- Make updates to the attributes, then follow the normal submit process to send attribution to Kohl’s.

Rejected Images

- If images are rejected by Kohl’s, the merchant group will flow back to your queue.
- Click the “edit” button for the images line of the merchant group
- Read the comments for the rejected images to understand which images to review. Feel free to leave comments back to Kohl’s.
- Delete or reload rejected images. All CC’s that had a rejected image should be reloaded unless it was noted as not needed by the Kohl’s team.
- Loading an image with the same name as the rejected image will replace the rejected image.
- When images are reloaded to a style, the style status will change from “Rejected” to “In Progress”.
- Follow the normal submit process to send images to Kohl’s.

How to Register for K-Link

1. Go to URL: link.kohls.com & click “Login” in the upper right hand corner



2. Click “First Time Here? Click to Register”



First time here? Click to Register

Forgot Password?

3. Complete the Registration Fields
 - a. For Field: Select Y/N “Are you from L&F vendor”
 - i. Non Li & Fung Vendors: Click “No”
 - ii. Enter in Vendor ID and PO Number (Kohl’s Merchant to provide)
 1. If you represent multiple vendors, you may enter in a Vendor ID and PO Number for each vendor

Register

First name	Last name
<input type="text"/>	<input type="text"/>
Email	Title
<input type="text"/>	<input type="text"/>
Company name (Parent)	
<input type="text"/>	
Are you from L&F vendor?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Vendor Number	PO Number
<input type="text"/>	<input type="text"/>

How to Register for K-Link

iii. Li & Fung Vendors: Click Yes

1. Select L&F office of placement from the dropdown
2. Type in your ENT ID
3. Type in PO Number (Kohl's Merchant to provide)

Are you from L&F vendor? Yes No

L&F office of placement
Select

Ent ID

PO Number

4. Click Register on the bottom right of the page

ADD additional ID

REGISTER

5. Check your inbox for an Okta Verify email



a. Click the Verification Link (within 7 days of receiving the email)



b. If you cannot find your Okta Email, please check your spam folders.

c. Not in your inbox or spam? Reach out to k-link@kohls.com

2. Set up your password & security questions



3. Click Create My Account

KOHL'S FACTORY DIRECT VENDORS EDI REQUIREMENTS

IMPORT
VENDORS

LANDED/DOMESTIC
VENDORS

EDI Requirements: Import Vendors

EDI Connection

Factory Direct Import vendors must establish an EDI connection with Kohl's. Kohl's uses the Opentext (GXS) VAN, but the vendor is able to use the third party EDI provider of their choosing.

Next Steps:

- Vendor sets up a partnership with a VAN of their choosing
- Vendor signs the finalized vendor agreement
- Kohl's EDI team sets up the EDI connection & sends a New Vendor Setup Email to the vendor
- Kohl's EDI team, Merchant teams & the vendor will partner on [850 EDI testing](#)
- Kohl's EDI team will move to production, which will complete the onboarding process

Avery Dennison ICE System

Import vendors are required to sign up with the Avery Dennison ICE system to create ASNs (856) & GS1 carton labels. Invoices (810) will also be handled through Avery Dennison. To set up an account, please contact Hillary Song (hillary.song@ap.averydennison.com) or software.support@ap.averydennison.com

Key Terms

EDI Trading Partner ID & Qualifier: A unique number used to identify a specific company that is trading EDI documents. This number is predetermined by the vendor and their EDI network and/or their third party EDI provider

Value Added Network: A company that acts as an intermediary between business partners sharing data (EDI documents). Kohl's uses the Opentext (GXS) VAN.

Required EDI Documents

Outbound from Kohl's

850 - Purchase Order
820 - Remittance
864 - Text Message

Inbound to Kohl's

997 - Functional Acknowledgement

Outbound from Kohl's

852 - Product Activity Data - Sales History
860 - PO Change

Optional



EDI maps and requirements are available on [K-Link](#).
Select Resources > EDI to view documentation.
Please contact edimio@kohls.com with any questions.

EDI Requirements: Landed/Domestic Vendors

EDI Connection

Factory Direct landed/domestic vendors must establish an EDI connection with Kohl's. Kohl's uses the Opentext (GXS) VAN, but the vendor is able to use the third party EDI provider of their choosing.

Next Steps:

- Vendor sets up a partnership with a VAN of their choosing
- Vendor signs the finalized vendor agreement
- Kohl's EDI team sets up the EDI connection & sends a New Vendor Setup Email to the vendor
- Kohl's EDI team, Merchant teams & the vendor will partner on [850 EDI testing](#) & [856 ASN testing](#)
- 810 Invoice testing is optional
 - ➔ If you choose to test, please make sure you change the ISA15 to a **T** for Test when sending. We do not want these in production
 - ➔ Please alert edimio@kohls.com when the tests are sent; we won't be notified otherwise
- Kohl's EDI team will move to production, which will complete the onboarding process

Key Terms

EDI Trading Partner ID & Qualifier: A unique number used to identify a specific company that is trading EDI documents. This number is predetermined by the vendor and their EDI network and/or their third party EDI provider

Value Added Network: A company that acts as an intermediary between business partners sharing data (EDI documents). Kohl's uses the Opentext (GXS) VAN.

Required EDI Documents

Outbound from Kohl's

850 - Purchase Order
820 - Remittance
864 - Text Message

Inbound to Kohl's

856 - ASN
810- Invoices
997 - Functional
Acknowledgement

Outbound from Kohl's

852 - Product Activity Data -
Sales History
860 - PO Change

Optional



EDI maps and requirements are available on [K-Link](#).

Select Resources > EDI to view documentation.

Please contact edimio@kohls.com with any questions.

850 - EDI Testing Process

Please follow these steps to test the 850 EDI connection:

- Partner with the Merchant Team who will create a test PO
 - Kohl's Factory Direct should inform the vendor when the test PO is sent
- The PO transmission will be sent with a "T" in the ISA_15 field, indicating it is a test transmission.
- A Functional Acknowledgement (EDI 997) is required to be sent back to Kohl's
- Once the 997 is received Kohl's will update the "T" in the ISA_15 to a "P" for production for all orders going forward

▲ Testing must be completed prior to moving to production ▲

856 - ASN Testing Process

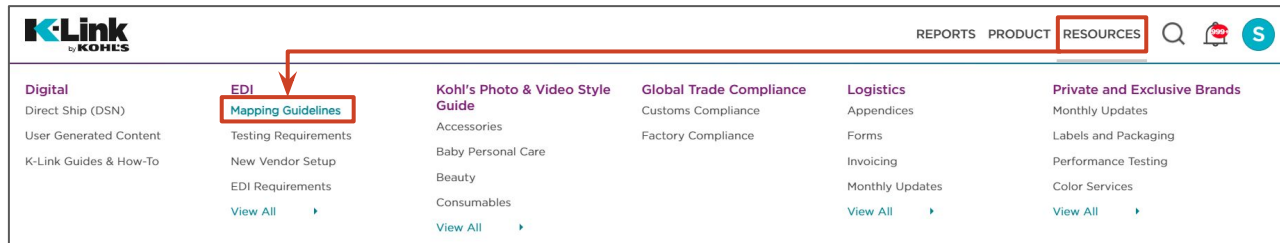
Please follow these steps to test the 856 ASN connection:

- It is required to test the landed ASN prior to your next landed shipment
 - ▲ **Please inform edimio@kohls.com when you will be executing a test**
- The 850 will include the landed code of OHLO code in the SAC04 field
- Partner with the Merchant Team to create a test PO
- Release orders are not transmitted for landed orders.
- Here is a list of the added requirements:
 - BSN01-Change and delete transactions
 - TD1-shipment level-kilograms and cubic meters
 - TD5-shipment level-TD507 and TD508-Port of Entry
 - TD3-Container
 - TD4-shipment level-Special handling - CY/CFS load
 - REF-shipment level-Voyage number and Vessel name
 - DTM-shipment level-ETA date to Port of Entry
 - N1-ship to 00090 location
 - One Container per ASN
 - **Each container ASN must include only the carton records for the physical cartons on the container**

What to Discuss with 3P Provider

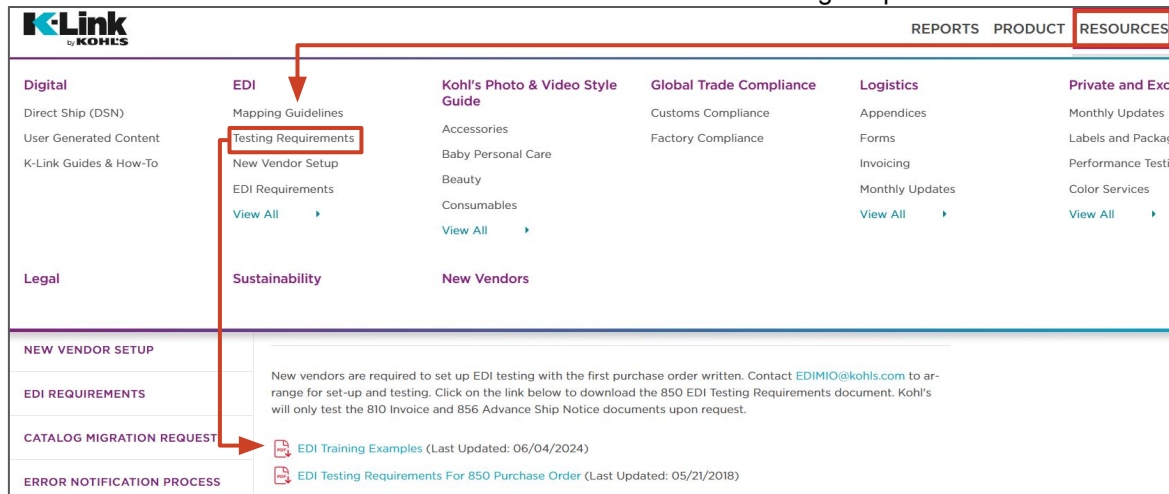
Note, this list is not all encompassing and acts as a reminder of key points of discussion

- Provide the [Kohl's EDI Mapping Guidelines](#)
 - This information can be found in K-Link under Resources > EDI > EDI Mapping Guidelines



You and your 3P Provider should review and be familiar with mapping expectations

- Review this [EDI Training Examples](#) document
 - This information can be found in K-Link under Resources>EDI>Testing Requirements



What to Discuss with 3P Provider Continued

- It's recommended that the vendor shares an example with the 3P provider of what they'd like included in the transmission
 - The vendor may share a previous EDI transmission with the 3P provider to ensure critical information is included, such as UPCs, Case Packs, Size Indicators, etc.
 - The vendor should review where to find this information on the new transmission
- Discuss how to differentiate between B&M vs. Ecommerce orders on the EDI transmissions to mitigate chargebacks and unnecessary PO revisions
- Review how to differentiate between Pack Types
(bulk, pre-pack, compound pre-pack, etc)
- Understand how to modify transmissions in the future, if the vendor requests a change to the organization of data

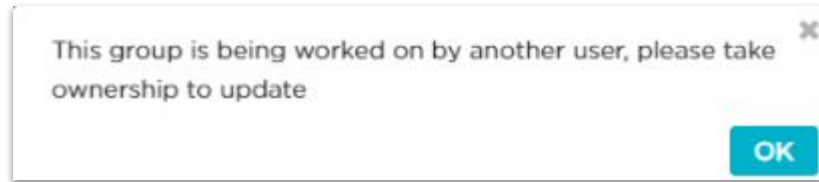
K-Link Troubleshooting

K-Link Password Reset

If you need to reset the password for your K-Link account, please email K-Link@kohls.com with the email address that you use to log into K-Link. Our teams will send you a link to reset your password.

Image Upload Error Message

If you see the below error message when uploading images, please send the full merchant group name and the email address that you are using to log into K-Link to upload image to K-Link@kohls.com. Our team will need to grant ownership of the image's timeline in order for you to upload new/additional images



Able to see Merchant Group, but unable to see the styles in the Merchant Group

If you are able to search the merchant group in K-Link, but when accessing the group no styles appear, please follow the below steps

1. Ensure with your Kohl's partners that the styles are set up and have been sent to the vendor
2. Check if you have [taken ownership](#) of the attribute's timeline
 - a. If you are unable to take ownership or there is not a take ownership link, please follow the steps below*

*If the above are done, and you are still unable to view the styles, please send the full merchant group name and the email address you are using to log into K-Link to K-Link@kohls.com. Our team will investigate the issue.