

# **KOHL'S**

## **Footwear Technical Design Process**

The Footwear Technical design team wants to work collaboratively with all vendors, agents and factories. Please BE VOCAL. We are here to work with you. Reach out to your TD partners anytime.

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## Technical Design Timeline:

- Styles are approved at PD/Merchant Buy 1/Buy 2 Meeting
  - Approximately 1-2 weeks of buy approval:
- PD creates a spec for a particular style in OnePLM and sends Offer to be confirmed
- PD hands off styles to TD once offers are confirmed or close
- TD releases the Spec to the vendor in development stage
- Fit Process Begins:
  - Counter samples are fit if available
    - OnePLM Threaded Message sent to vendor with revision required
    - Kohl's TD will advise if style is to go forward with Vendor CTD approval
  - Base size fit samples are due
    - 2 weeks after Counter fit
      - Communicate through threaded messaging if there are any delays
    - If additional fit needed all samples are due 2 weeks after prior fit
  - Fit Approval sent through threaded messaging (from Kohl's or vendor if CTD)
    - Upon fit approval, advise Kohl's TD on the expected completion and actual completion date
      - Advise TD on Production Schedule
    - Upon spec completion, approval of fit and confirmation samples, Kohl's moves the spec package into Approved status for production.
      - Vendor has view access to the folder but can no longer edit. Requests for necessary changes are to be requested to Kohl's via threaded message.
  - Our goal is to fit all within 48 hours of receiving samples. We prioritize by production start date, so please ensure we receive accurate and up to date Production Schedules
  - Wear Tests should be sent immediately after fit approval
  - Please note 3<sup>rd</sup> party inspection companies will have visibility to the spec once it has been moved to approve for production for use during audits.
- It is the expectation that all forms of communication (threaded messaging, email, phone, etc.) should be responded to within 24 hours of receipt.

## Technical Design Sample Process:

- New Styles
  - Once a style has been accepted and set up in OnePLM, PD will pass the counter sample if available to TD. We will fit and send comments via threaded messaging in OnePLM. The first base fit sample needs to be sent within 2 weeks to the attention of the TD team, reflecting revisions requested from counter fit. If you are unable to send within two weeks, please advise when we can expect the sample through threaded messaging. A sample of each upper material is required (if applicable).
  - If there is no sample to counter fit, or the sample is not fittable, the PD team will let the TD team know fit is ready to be released, and they will create a fit eval with the counter sample page in "Not Evaluated" status. Base fit samples are still required within two weeks of Fit Eval release.
  - Multiple Materials-ways
    - When multiple upper materials on the same style are used, fit samples are required in each different material way and fit evaluation pages will be initiated separately. I.E if a pump is bought in suede and in patent, fit comments will be posted separately. The fit evaluation page will be created using the format STYLE/MATERIAL-WAY (ex. BRANDIPU and BRANDITEXTILE.)

- Carry-over Styles
  - Continuous Production
    - When a style is being carried over into the next season, new POs are issued for additional production. A base size fit sample is not required. A fit sample may be requested from the technical designer if that style had gone through multiple fit rounds or there were concerns through the wear test or online comments. If there are any change (ex. Change to foam in sock, or new factory) new fit samples are required.
  - Break in Production
    - When a style is being carried over into the next season, or from one year to the next (ex. Spring 17 to Spring 18) new POs are issued for additional production but there was a break in production. A base size fit sample is required representing that production and must be sent to the attention of the TD team in one colorway of each upper material (if applicable). This is to ensure that carry-over production fit is still the same as the original approved base size fit.
- If a style is going to be produced with a textile or "flocked" outsole, then the fit samples submitted to KOHL'S Technical Design also need to be made with the same textile or "flocked" outsole. If the textile or "flocked" outsole is not available for the fit samples, it will need to be noted in the comments section of the sample tag.
- If there are any changes to the product after fit approval (PD/Agent driven, aesthetic, or factory changes for example), new fit samples are required

\*Note that at any time the TD team can request an extreme size fit sample based on previous fit comments indicating the need to review the grading, or due to negative customer comments.

## Sample Requirements:

- Find all sample and packaging requirements on Kohl's Connection here:
  - Kohl's Connection>Private Brands>Footwear Standards and Procedures>Samples
- Send all FIT and Wear Test samples to the address listed below
  - Track samples in onePLM via a threaded message to TD Footwear and include tracking #

Kohl's Corporate Office  
 N56 W17000 Ridgewood Dr. - SOUTH DOCK  
 ATTN: Hollis Verbarendse  
 Menomonee Falls, WI 53051

- Full pair of samples and loose socks as listed below sent in clean shoe boxes
  - Shoe Sample Label on the end panel of the box
    - Sample Type: Fit (1,2,3,etc) or CTD Reference
  - Shoe Sample Label on the bottom of both shoes
  - Sock Label on each sock
  - NO HANGTAGS should be attached to the fit samples

SHOE and SHOEBOX LABEL

SOCK LABEL

KOHL'S Sample	Date:
Vendor:	
Asia Office/Agent:	
Kohl's Style Name:	
V Ref #:	
Brand:	
Season:	
C of O:	
Factory Name:	
Kohl's Factory #:	
Last #/Name:	
Size/Width:	
Color:	
Upper:	
Lining:	
Sock:	
Sole:	
Outsole Mold #:	
Construction:	
Carryover	
Sample Iteration	
Sample Type:	

KOHL'S Sock	Date:
Vendor:	
Asia Office/Agent:	
Kohl's Style Name:	
V Ref #:	
Brand:	
Season:	
Base Layer Material:	
Base Layer Length:	
Base Layer Thickness:	
Base Layer Density:	
Mid/Top Layer Material:	
Mid/Top Layer Length:	
Mid/Top Layer Thickness:	
Mid/Top Layer Density:	
Heel Pad:	
Arch Cookie:	
Insole Board(s):	
Other:	
Sock Material:	

- Fit samples using numeric sizing:
  - Wms 6B medium base
  - Wms 8B and 10B medium extreme (as needed)
  - Wms 6W wide base (when wide is offered)
    - 7W acceptable if 6W is not on purchase order
  - Wms 8W and 10W wide extreme (as needed)
  - Wms 6B medium base / Wide Calf
  - Wms 6W wide base / Wide Calf or Extra Wide Calf

- **Mns 9D medium base**
- **Mns 11D and 13 D medium extreme (as needed)**
- **Mns 9W wide base (when wide is offered)**
- **Mns 11W and 13W wide extreme (as needed)**
  
- **Toddler 7M base**
- **Toddler 10M extreme (as needed)**
- **Youth 4M base**
- **Youth 13M extreme (as needed)**
  
- **Fit samples using Alpha Sizing:**
  - **Mns M (8/9) base**
  - **Mns L (10/11) and XL (12/13) extreme (as needed)**
  
  - **Wms S (5/6) base**
  - **Wms M (7/8), L(9/10), and XL (11) extreme (as needed)**
  
  - **Boys M (3/4) base**
  - **Boys XL (7) extreme (as needed)**
  
  - **Girls XL (3/4) base**
  - **Girls M (12/13) extreme (as needed)**
  
- **Loose Socks:**
  - One production completed sock with all foam and sock lining (sock label attached)
  - One unconstructed sock on a loop, ring or swift tag (see example below)



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## Fit Sessions and Models:

- For consistency, we use the same in-house fit models for adult fittings. We also have in-house models that measure to a Youth size 4. We use these in house models to fit youth size 4 samples.
  - We remeasure all models quarterly and look for new models regularly
- For Toddler's styles, most fittings take place at the on-site daycare center.
- All fit samples should be fit on model before being sent to Kohl's (if possible). Please ask questions and listen to your models.

## OnePLM for Technical Design:

- OnePLM is a browser based system that drives speed, productivity, and innovation with one source of truth for managing Product Development lifecycle from end to end. Please contact [oneplmsupport@kohls.com](mailto:oneplmsupport@kohls.com) with any questions
  - **A detailed Job Aid for Footwear Technical Design is on Kohl's Connection in both English and Mandarin**
- Sample Tracking
  - Track samples in onePLM via a threaded message to TD Footwear and include tracking #
- Fit Eval Page
  - Kohl's Owns Fit
    - Enter 'Measurer 1' Comments using template below

**TEMPLATE: Must be completed prior to TD receiving samples for timely fit comment**

### response

CTD (check one): [ ] Yes [ ] No

Vendor Ref. #/ Name:

Sample Date:

Factory:

Last # / Name:

X-Factory Date:

**REVISIONS MADE SINCE PREVIOUS SAMPLE:**

(Please detail all changes)

- Add photos to Attachments tab that verify changes
  - Enter info into the following boxes
    - PR Deadline
    - Actual Fabric/Material
    - Block/Last Used
    - Actual Trim/Hardware
    - Actual Outsole
  - Vendor Owns Fit (CTD Certified Technical Designer Program)
    - Complete all portions required above along with all portions detailed on the CTD checklist
      - CTD Checklist can be found on Kohls Connection
    - One pair Production Reference sample required after Fit Approved
- Tech Spec Page
  - The vendor is responsible for filling in ALL the tech spec information for each style, listed below. This information is due 30 days before XF. Please denote on the production schedule when complete.
    - Last name/number in Indicators box on Overview page

Indicators

<input type="checkbox"/>	Indicator	Comments	Forms
<input type="checkbox"/>	--Sel ▾ CARRYOVER STYLE	<input type="text"/>	<input type="text"/> 🔍
<input type="checkbox"/>	--Sel ▾ APPROVED LAST	(ENTER STYLE/LAST N/)	<input type="text"/> 🔍

- 
- Construction Tab

Overview Design Intent **Constructions** Instructions Standards POM Samples BOM Attachments Events >>

▼ Construction < 1 > Go To FOOTWEAR CONSTRUCTION ▼

▼ Header Information

Construction Information

Model Name

Ownership  🔍

▼ Constructions

Construction Details

<input type="checkbox"/>	Sort	Description	Construction Type	Construction Element	Style Specific Placement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOOTWEAR CONSTRUCT 🔍	NO IMAGE ATTACHED	FOOTWEAR	--Select-- ▾

- POM measurements both the Actual and Last

Overview Design Intent Constructions Instructions Standards **POM** Samples BOM Attachments Events >>

► Points of Measurement 🔍  Go To FOOTWEAR ACTUAL N ▾

Points of Measure Hide / Show

<input type="checkbox"/>	Sort	QA	P/S	Img	HTM	Code	POM Description	Tol (-)	Tol (+)	Size Code	5	5.5	[6]
<input type="checkbox"/>	50	<input type="checkbox"/>	P		L R VER	F220	INSIDE LENGTH ACTUAL SAMPLE	<input type="text"/>	<input type="text"/>	Grading	<input type="text"/>	<input type="text"/>	0.000
<input type="checkbox"/>	60	<input type="checkbox"/>			L R VER	F209	SOCK LENGTH	<input type="text"/>	<input type="text"/>	Grading	<input type="text"/>	<input type="text"/>	0.000
<input type="checkbox"/>	70	<input type="checkbox"/>			L R VER	F270	TOE SPRING ACTUAL SAMPLE	<input type="text"/>	<input type="text"/>	Grading	<input type="text"/>	<input type="text"/>	0.000
										Spec Meas	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Full size Grading, uploaded to Attachments tab
  - Complete template from Kohl's Connection
- Completed BOM excel sheet uploaded to Attachments tab
  - Complete template from Kohl's Connection



## POM – Last vs. Actual Sample Measurements:

- All vendors need to follow the below instructions (also listed in the OnePLM Job Aide) when entering the Last vs. Actual sample measurements.
  - All measurements should be done AFTER fit is approved
  - POM Measurements must be entered/completed with the tech spec, and are due 30 days before the first XF
  
- 1. Page 1 is the **ACTUAL** measurements of the fit sample, both inside and outside measurements of the sample. This page is completed after the fit sample is approved.
- 2. Page 2 will be **LAST** measurements of the approved last, and will be completed after the fit sample is approved.

See OnePLM Job Aide to complete the Last vs. Actual sample measurements process through OnePLM.



Page 1 will always contain the ACTUAL POM and the fit eval will always be created from this page.



Page 2 on the POM tab must have the fit approved LAST POM added.

## Bill of Materials:

- Complete the Bill of Materials template completely, and attach to the Attachments tab on the tech spec

## Grading:

- Complete the Grading Template completely, and attach to the Attachments tab on the tech spec
  - Templates available for Men's, Women's and Kid's



