

KOHL'S

FOOTWEAR SAMPLE REQUIREMENTS

This document contains information regarding sample guidelines, sample types, and shipping information for each department that requires samples.

Contents

Sample Guidelines

Overview of Sample Types	3
Standard Requirements	4
Footwear Pre-classification Process Requirements	5 - 6

PD Required Samples

Branded, Proto, Counter/Development	7 - 8
Confirmation	8 - 9
Top of Production (TOP)	9

Other Required Samples

Technical Design: Fit	10 - 12
Merchant: Advertising, Marketing, PR, E-Commerce	13 - 14

Sample Shipping Information	15
-----------------------------	----

Sample Guidelines

Overview of Sample Types

Below is a list of samples that are required for all private branded footwear.

- Pre-classification Process
- Branded Inspiration Samples
- Proto Samples
- Counter/Development Samples
- Confirmation Samples
- TOP Samples
- Fit Samples (Base & Extended)
- Advertising, Marketing, PR Samples

Standard Requirements

All samples must be:

- Marked with sample type (see above list) and the factory name (Business License name submitted to KOHL'S Compliance Department).
- Representative of the style that will be retailed to our customers.
- If footwear is being packaged, imported, and retailed with another item (e.g. handbag, key chain, wand, luggage tag, etc.), samples of all imported items are required. All imported items packaged together must meet U.S. Customs 'country of origin' marking requirements.

Private & Exclusive Brand Samples must also have the following:

- Each piece of footwear (both shoes in a pair) needs to be clearly identified with KOHL'S sample tag (see attachment for format). The sample tag should be attached to the bottom of the outsole with either adhesive/staples or hanging in a protective plastic sheet depending on the style. The vendor is responsible for the printing/sourcing of the KOHL'S sample tags.
- All shoe samples must come boxed or in a polybag depending on the packaging requirements and have KOHL'S sample tag (see attachment for format) adhered on the end panel of the shoebox that clearly identifies the samples inside. The vendor is responsible for the printing/sourcing of the KOHL'S sample labels for shoeboxes.

Sample Mutilation & Marking:

- Do not place KOHL'S sample tag/label over the hole.
- Fit samples cannot be mutilated by drilling or punching a hole through the bottom of sole.
- Fit samples can be permanently marked "Sample-Not For Resale" preferably on the outside quarter lining, the vamp lining, or a strap lining. A paper tag/label stating "Sample Not for Resale" is not acceptable.
- Proto samples, confirmation samples, ad samples, production wear test samples, & top of production (TOP) samples cannot be mutilated or cannot be marked as "Sample-Not For Resale".

Footwear Pre-classification Process Requirements

As a reminder, the following images of the style need to be uploaded on the Attachments page:

- ¾ Front
- ¾ Back
- Outsole
- Any logos
- Any hardware or specialty details
- Side, clear, close up with foot in shoe
- Line of demarcation, foxing or foxing like band
- Commercial label, close up and readable

1. Upload Import Compliance Information

- Ensure photos have all the necessary views and quality for Import Compliance as well as Technical Design
- Classification Worksheet for Imported Footwear: Kohl's HTS classification documentation will need to be uploaded to OnePLM. If this document is uploaded, a Classification sample will not need to be sent to Kohl's.
- Lab Test where applicable.
- Agents/vendors are responsible for monitoring that the classification information is uploaded to OnePLM at least 15 weeks prior to the first ex-factory date. Importer Security Filing (ISF) regulation or "10+2" rule requires "importer of record", such as Kohl's, to provide US Customs with our classification (HTS number) prior to the imported goods being loaded on a vessel at a foreign port. Late and/or inaccurate Classification Worksheets could delay Kohl's classification process. This could result in a "Do Not Load (DNL) on vessel" message at the foreign port issued by US Customs and Border Protection.

2. Classification Worksheet for Imported Footwear

The Classification worksheet for Imported Footwear is located on Kohl's website K-Link (<https://link.kohls.com>) under the resources tab for Global Trade Compliance. Follow the path to Customs Compliance then to Classification Worksheets. Instructions on "How to Complete the Classification worksheet for Imported Footwear" are also within the same location.

- The complete Kohl's style name must be listed on the Classification Worksheet for Imported Footwear.
- Spelling of the style name on this Classification Worksheet must be accurate and exactly match the EDI Kohl's purchase order style name and the style name on the bank's Letter of Credit or any other Kohl's document information.
- Any laboratory reports or binding rulings obtained by the agent/vendor for a particular style/sample should be submitted to Kohl's along with the Final Classification worksheet for Footwear in OnePLM.
- In completing the Final Classification worksheet for Footwear, please note that Question #5 "Percentage of external surface area of the upper (ESAU)" must be accurately completed.

FOOTWEAR SAMPLE REQUIREMENTS

- Accessories and reinforcements must be included, with the exception of those listed below, especially for rubber/plastic uppers as required by US Customs. The following accessories and/or reinforcements should not be included when determining the percentage of the ESAU:
 - tongue
 - shoelaces which don't cover the foot by themselves
 - hook & loop (Velcro) straps which are substitutes for shoelaces
 - sock lining
 - exposed functional stitching (if stitching is removed, pieces would easily come apart)
- US Customs views exposed 'dual purpose' stitching (as much decorative as functional) and exposed 'reinforcing' stitching (to provide strength) as items that need to be "added back" into determining the overall external surface area of the upper (ESAU).
- If the upper is of leather and/or textile, the specific type of animal leather and/or textile must be indicated to assist Kohl's in accurately classifying (HTS# and duty rate).
- 'Protective footwear' includes such features as metal toecaps; steel shanks; or protects against water, oil, grease, chemicals, or cold weather.
 - Footwear does not have to be "waterproof" to be considered "protective in nature".
- If outer sole is layered, flocked, embedded with textile, the specific type of textile must be indicated in **Question #6 and Section D "complete only if outer sole has a textile layer"** must also be completed.

3. Important Notes

- Kohl's Import Compliance Department reviews final, approved Classification information as quickly as possible upon receipt. Lab tests and/or US Customs rulings, which require 30-40 days to accomplish, will be obtained as needed by Kohl's. Kohl's requests for additional lab tests and/or US Customs rulings must be accomplished prior to any product actually shipping from a foreign port. Timely receipt of the final Classification information by Kohl's is critical.
- Any changes made to the style name and/or style information in **OnePLM** (i.e. first cost change, style number, country of origin, etc.) after the style has been confirmed and Kohl's Import Compliance Dept. has completed their classification process must be communicated by email to Kohl's Import Compliance Dept. They will need to re-review the imported product for any potential impact/changes to the classification (HTS#) and duty rate. Failure to comply with any of these classification requirements may result in delays at the foreign port or destination port of entry and possible charge backs and/or penalties.

PD Required Samples

Branded, Proto, Counter/Development

1. Branded Inspiration Samples

- When KOHL'S Product team adopts a style based on a successful, high volume style produced under a vendor's brand, a branded inspiration sample must be sent to KOHL'S Technical Design for reference.
- An adopted style based on a successful, high volume style produced under a vendor's brand is expected to be made using a "duplicated/identical" last and base pattern. Materials and components should have comparable characteristics, i.e. insole foam density, outsole flexibility, upper thickness and flexibility, etc.
- The branded inspiration sample should be sent to Technical Design either before or at the same time as the first base size fit sample.
- The fit and the basic upper pattern will be compared between the inspiration and base size fit samples, allowing TD to give detailed feedback on any variances between the two samples.
- Branded inspiration samples for fit must be for the right or left foot and submitted in base sizes: 6B Women's, 9D Men's, 7 Toddler's, and 13 Kid's.

2. Proto Samples

These are initial samples that represent the vendor's interpretation of the direction provided by the Product Management Team and/or current trends in the market place.

- Direction provided by the Product Management Team will be communicated to the vendors in a proto spec created by the Product Manager & Technical Designer.
- Proto samples must be for the right or left foot and submitted in base sizes: 6B Women's, 9D Men's, 7 Toddler's, and 13 Kid's
- The approved proto sample is signed-off on by the Product Management Team.
- Both the vendor and KOHL'S will retain one half pair of the approved proto sample.
- The approved proto sample is not a fit sample. However it can be fit in order to provide early fit comments that can be addressed before the first fit sample is made. The proto sample that would be handed off to TD to be proto fitted must be confirmed and finalized in **OnePLM**.
- The approved proto sample does not necessarily represent production materials, but the Confirmation sample should be made with all production materials and confirmed construction.

3. Counter/Development Samples

These are samples that come after proto and before confirmation that can be based off the proto sample that meets the design & construction requirements of the style wanted. Neither Confirmation samples, nor TOP samples, should be sent prior to the approval of the counter/development sample, unless otherwise stated.

- The approved counter sample is signed-off by the Product Manager.
- Both the vendor and KOHL'S will retain one half pair of the approved counter sample.
- The approved counter sample is not a fit sample. However, it can be fit in order to provide early fit comments that can be addressed before the first fit sample is made.

FOOTWEAR SAMPLE REQUIREMENTS

- The approved counter sample should be made from sample yardage from raw production material of what will be produced. If not, any differences need to be communicated to the Product Management team at this time.
- Unless otherwise noted by the Product Manager, if all details are not approved, a second counter sample is not required as changes can be made for confirmation samples.

Confirmation

Confirmation samples need to be comprised of the entire makeup of the shoe, including construction, fit and aesthetic details. These are samples that are representative of the product that will be sold to customers in stores and/or online, and it should be an exact match of what is being used in production.

- Confirmation samples must be approved and finalized 12 weeks prior to the first ex-factory date for all new styles, in all colorways, and for carry-over styles in new colorways.
 - Carry-over styles in continuing colors require confirmation and inspection once per year. Inspection will be required at the discretion of the PD Team.
- Confirmation samples should be sent to the PD office in the base size **with the following minimum:**

Non-Inspection

½ pair for PD office
1 pair for Merchant office
1 pair for Merchant Ad Samples (Women's only)

Inspection

½ pair for PD office
1 pair for Merchant office
1 pair for Merchant Ad Samples (Women's only)
½ pair for Inspection Company
1 pair of vendor requested samples

Sizes:

- 6B Women's
 - 9D Men's
 - 7 Toddler's
 - 13 Kid's
- The Kohl's PD Team is responsible for red-tagging the confirmation samples for inspection. Kohl's will send the ½ pair to the inspection company and the **1 pair** of vendor requested samples back to the vendor. It is the vendor's responsibility to send those red tag samples to their factory, as reference, for the inspection appointment. **If the vendor would prefer to have more vendor samples red tagged it is up to their discretion to send additional samples.**

Confirmation samples must be sent gratis with prepaid freight to the appropriate office:

Kohl's Dept. Stores – Corporate Offices
South Dock – Attn: (Product Manager)
N56 W17000 Ridgewood Dr.
Menomonee Falls, WI 53051

-OR

FOOTWEAR SAMPLE REQUIREMENTS

Kohl's Dept. Stores – NY Design Office
Attn: (Product Specialist)
20th Floor
1400 Broadway
New York, NY 10018

- Confirmation samples will be reviewed within 48 hours of receipt unless otherwise noted by the Product Management team.
- Confirmation checklists and any additional comments will be uploaded in **OnePLM** with the status as either 'Approved', 'Approved w/ Changes', or 'Rejected'.
- All samples must use the appropriate trademarked logos including: Apt. 9[®], Candie's[®], Croft & Barrow[®], Jumping Beans[®], SO[®], and SONOMA Goods for Life[®].
 - Requests to deviate from the existing logo artwork must be sent to the Kohl's Product Development Manager for approval from the Kohl's Marketing Department.
- All shoes must be marked with appropriate commercial markings.
 - Acceptable markings include sewn-in labels and permanent stamping onto the shoe or printed on a clear label permanently adhered to the arch area of outer sole. Tags/labels are not acceptable.

Top of Production (TOP)

Top of Production (TOP) samples are not required unless specifically requested from the PD/TD teams. These are samples that are pulled from the production line of the initial purchase order and should match the approved confirmation sample/be representative of the product being sold to customers.

- TOP samples are not made in the sample room and are not pre-production samples. 2 weeks prior to the first ex-factory date, "top of production" samples pulled from the initial purchase order(s) must be shipped to the Footwear Product Development Department. A "top of production" PAIR of footwear in the base size, per style and per color, is pulled from the first production completed and packed to fill the initial purchase order(s) made on the production line of the factory approved for the manufacturing of the style(s).
- All packaging and labeling (product, shoebox, & carton) must comply with Kohl's specifications. If production is moved to a different approved/compliant factory, a "top of production" PAIR in the base size, per style and per color, must be sent from the second factory as well.
- Only if problems are found in the "top of production" samples will communication be sent by the Product Management team to the vendor/factory at once. In the event that the problems are noted, production should be stopped and not commence until the necessary corrections are made and approved by that Product Management team. Any completed production must be held until there is a resolution, an audit is completed on the affected PO's, and an audit summary is emailed to Kohl's confirming that the problem has been corrected. The Product Management team may request a corrective action plan (CAP) from the vendor/factory, which should be completed and sent to the Product Manager in a timely manner.

Other Required Samples

Technical Design: Fit

1. New Styles

- Once a style has been accepted and set up in OnePLM, the Product Management team will pass the counter sample, if available, to the Technical Design team. The TD team 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 Technical Design team, reflecting revisions requested from counter fit. If you are unable to send the sample within two weeks, please advise the TD team through threaded messaging when the sample will be sent. 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 the TD team 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. For example, if a pump is bought in suede and in patent, fit comments will be posted separately.

2. Carry-over Styles

Continuous Production

- When a style is being carried over into the next season, new PO's are issued for additional production. A base size fit sample is not required, but a fit sample may be requested from the technical designer if that style had gone through multiple fit rounds or if there were concerns through the wear test or reviews. If there are any changes (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. SP17 to SP18), new PO's are issued for additional production because 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 carryover 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 due to previous fit comments indicating the need to review the grading or from negative customer comments/reviews online.

FOOTWEAR SAMPLE REQUIREMENTS

Send all Fit and Wear Test samples to the address listed below:

Kohl's Dept. Stores - Corporate Offices
 South Dock – Attn: (TD Manager)
 N56 W17000 Ridgewood Dr.
 Menomonee Falls, WI 53051

- Track samples in OnePLM via a threaded message to TD Footwear and include tracking information.
- A full pair of samples and loose socks should be sent in clean shoe boxes following the below requirements:
 - Shoe Sample Label on the end panel of the box with 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)

FOOTWEAR SAMPLE REQUIREMENTS

- 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 13D 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)

- **Infant 4D base**

- Fit samples using alpha sizing:
 - Wms S (5/6) base
 - Wms M (7/8), L (9/10), and XL (11) extreme (as needed)

 - Mns M (8/9) base
 - Mns L (10/11) and XL (12/13) 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)



PLEASE REVIEW THE TD PROCESS FOR FURTHER DETAILS

Merchant: Advertising, PR, Marketing, E-Commerce

- 90 days prior to the first X-Factory date, the below samples (including E-commerce) must be sent for all styles, including carry overs and in all colors ordered.
- All samples must be clearly marked per the guidelines in the General Sample Requirements document.
- Advertising samples must be free of any vendor identification marks/stickers on the bottom of the sample.
- If additional samples are needed for E-commerce, the Buying office will notify the vendor. These samples should be clearly marked "e-commerce" and sent directly to the appropriate buying office.
- Ecommerce samples should be the smallest size ordered for each gender, boxed individually, and include a list of 3-5 of the top selling points for the consumer. All samples must be clearly marked per the guidelines in the General Sample Requirements page.
- Test styles do not need to be sent to Photo Studio or Marketing
- Additional sample requests may occur throughout a season to meet various advertising needs.

Buying Office Advertising Sample Needs:

- **Women's**
 - 1 pair of size 6 (already accounted in confirmation round)
 - 2 pairs of size 9
 - 2 pairs of size 7.5 (LC Lauren Conrad only)*only 1 pair of each size if web-ex style
- **Men's**
 - 4 pairs of size 9
 - 2 pairs of size 11*only 1 pair of each size if web-ex style
- **Kids/Toddler/Infants**
 - SO/Sonoma**
 - 3 pairs of size 13
 - 2 pairs of size 5
 - 2 pairs of size 3
 - Jumping Beans**
 - 3 pairs of size 7
 - 2 pairs of size 9
 - 2 pairs of size 10*only 1 pair of each size if web-ex style

FOOTWEAR SAMPLE REQUIREMENTS

Kohl's Photo Studio PR Sample Needs:

- **Women's**

Attn: Maggie Cressman

- 2 pairs of size 9
- 1 pairs of size 10

Attn: Sarah Piencilkowski

- 1 pair of size 6
- 1 pair of size 9

- **Men's**

- 2 pairs of size 11

- **Kids/Toddler/Infants**

SO/Sonoma

- 2 pairs of size 13
- 1 pair of size 5
- 1 pair of size 3

Jumping Beans

- 2 pairs size 7
- 2 pairs of size 10

Kohl's Marketing Department Sample Needs:

- **Women's**

- 1 pair of size 9

- **Men's**

- 2 pairs of size 11

- **Kids/Toddler/Infants**

SO/Sonoma

- 2 pairs of size 13
- 1 pair of size 5
- 1 pair of size 3

Jumping Beans

- 2 pairs of size 7
- 2 pairs of size 10

Sample Shipping Information

1. Product Management Office (Branded, Proto, Counter/Development, Confirmation, Top of Production Samples)

Kohl's Dept. Stores – Corporate Offices
South Dock – Attn: (Product Manager)
N56 W17000 Ridgewood Dr.
Menomonee Falls, WI 53051

-OR

Kohl's Dept. Stores – NY Design Office
Attn: (Product Specialist)
20th Floor
1400 Broadway
New York, NY 10018

2. Technical Design Office (Fit and Wear Test Samples)

Kohl's Dept. Stores - Corporate Offices
South Dock – Attn: (TD Manager)
N56 W17000 Ridgewood Dr.
Menomonee Falls, WI 53051

3. Buying Office (Advertising Samples)

Kohl's Dept. Stores - Corporate Offices
North Dock –Attn: (Merchant Specialist)
Juniors/Contemporary Shoes Buying Office
N56 W17000 Ridgewood Drive
Menomonee Falls, WI 53051

4. Kohl's Photo Studio (PR Samples)

Kohl's Photo Studio
11300 W Heather Ave
Milwaukee, WI 53224
Attn: Maggie Cressman OR Sarah Piencikowski

5. Kohl's Marketing Department (Marketing Samples)

Kohl's Dept. Stores - Corporate Offices
Floor 1 – Advertising Sample Room
Attn: Emily Rindfleisch
N56 W17000 Ridgewood Drive
Menomonee Falls, WI 53051