Invoice Submission

Invoice submission is for the amount due for goods or services provided to Kohl's.

Invoices are required to be uploaded in the Oracle Supplier Portal for POs issued in Oracle. **Paper invoices are an exception and need to be approved before sending to** PUR-VendorRelations@kohls.com**.**

- Only invoice for quantities shipped. Do not invoice in advance of shipment. This requirement is in accordance with our company policy and cannot be modified. **If invoices are submitted more than 3 days prior to the Requested Delivery Date, they will be canceled and resubmission will be required within the 3 day window.** Backdating of invoices is systematically restricted. ASN submission is required in advance of an Invoice. Invoices submitted prior to an ASN will systematically be placed on hold.
- Tax can only be calculated at the invoice line level.
- Freight Fees for Exception POs should not be added to eSupport Proposals. Freight charges should be submitted at the time of invoice upload.

Refer to Create Invoice from Supplier Portal job aid. If you need to stop in the middle of an invoice and come back to it later, refer to Canceling or Submitting an Incomplete Invoice job aid.

Refer to View Invoices and Payments job aid to view scheduled payments, and all submitted invoices.

Past Due Invoices
*** IMPORTANT TO NOTE*** Invoices cannot be considered past due if they were not uploaded in the supplier portal on the same date the invoice was created within your company. The invoice will pay NET Terms from the portal upload date.

Kohl's will process and follow agreed upon payment terms. Per our Non-Merchandise PO Terms and Conditions item #2, paragraph 3 - In the event of Seller's failure to notify Kohl's Accounts Payable Department in writing within six months following shipment of Goods or completion of Services of non-payment of Seller's invoices pursuant to this Purchase Order, Kohl's shall have no further obligation to pay Seller for Goods shipped or Services provided pursuant to this Purchase Order. Kohl's Non Merchandise PO Terms and Conditions

Payments
Payments are issued once per week.

Example Invoice Guidelines (based on NET60 Terms

Ready Ship Date	Requested Delivery Date	Ship Date/ASN	Receipt Date	Invoice Date	Payment Date*
1/1/21	1/14/21	1/12/21	1/14/21	1/12/21	3/11/21

Invoicing (cont'd)

Electronic Payments

EFT payment requests can be made by completing the **Kohl's EFT Bank Account Form** and submitting to AP-ACH.Inquiry@kohls.com.

Automated Open To Pay (OTP)
Vendors can receive information regarding scheduled payments via email. Please refer to the **Automated OTP/Vendor History Instructions Job Aid.**

UPS WorldShip

UPS WorldShip is a platform that allows vendors to ship in a "production style" environment where there are typically multiple shipments one after the other.
- Route via Uber Freight
- An ME/TP Load Number will be required

Create Profile
- Enter PO #, DO # or account # and Department ID in Shipment Reference # 1 field
- Enter Logistics ME/TP Load Number in Shipment Reference #2 field.
- Enter Kohl's store # in Receiver Company Name field

Freight Charges
All freight should be scheduled according to Kohl's Logistics or PO instructions.
Kohl's PO # must be referenced on all paperwork.
- UPS and DHL – Reference Kohl's PO # in Shipment Reference #1 Field - Logistics ME/TP #
- Shipment Reference #2
- Deductions may be taken if freight is billed to Kohl's without proper authorization or Kohl's PO # is not referenced correctly
- Freight Fees for Exception POs should not be added to the Proposal. Freight charges should be submitted on the invoice.