Kohl's Test Report Revision Guidelines

	When to Submit for a Test Report Revision	*Description*
Vendor	*Style Number	Updated Style Number Additional Style Number added to existing report *(Style # revision requests should go to L&F CTA if the test report is not expiring in the next 6 months for apparel; 3 months for children's. IF it is expiring, they should come to KTA for Authorization)*
	Brand Name	Revise Brand Name
	Color	Revise Color name Add an Additional Colorway
	Additional Documentation	Tracking Label BOM Assembly Instructions Tech Pack
	Factory Name/Vendor Name	Revise Factory Name/Information Revise Vendor Name/Information

REVISION NOT REQUIRED FOR THE FOLLOWING:

Department Number
X-Factory
Product Manager
Units/Quantity

Will allow revisions up to the 12 months validity of initial report (6 months for children's)

Revision request from vendor should include:
Previous as well as NEW Style ID
Test Report Number
Test Report expiration date
Quantity
Any new colorways
Images of the style- old and new (if applicable)
Reason for revision request
*Softlines Only - Please include the fiber content of each style

Documentation from vendor should include: reason for revision on company letter head OR email as well as a copy of KTA authorization (if applicable)

INSTRUCTIONS FOR LABS:

Highlight revisions on the updated report

Update the report with remarks/addendum on revisions made

Include company letterhead OR email in test report

Attach copy of KTA authorization (if applicable) to test report

Add revision comments in onePLM

Attach original testing report as "Test Report" in onePLM; attach revised report as "Revised" in onePLM

Change expiration date to the original OUT date on initial testing report in onePLM