Welcome to K-Link!

Once vendors have been set-up as a Kohl's Vendor they will need to ensure that they register for K-Link. K-Link will contain important information regarding logistics, shipping, reporting and will also house quick links to TMS and Compliance. In addition, all **item setup**, **attribution** and **image upload** will take place in K-link.

This packet includes the following information that can be shared with new vendors once they have been set-up as a valid Kohl's Vendor:

- *What is K-Link*
- *How to Register in K-Link*
- *Forget Password Reset*
- *Resources Available in K-Link*
- *Training Materials for Item Attribution and Image Upload*
- *Vendor Admin Access*
- *Contact Information*

What is K-Link?

In 2018, Kohl's launched a state of the art online vendor portal to facilitate merchant and vendor collaboration across item setup, product images, dynamic business reporting, planning, logistics and information sharing.

K-Link will include:

Item Set-up: Attribution and Images

- o All Kohl's styles will be set-up in K-Link and sent to the vendor to complete the customer facing attributes. Vendors that provide product imagery will upload images directly into K-Link for Kohl's. If vendors send samples to their merchant partners they will indicate in K-Link that samples have been sent by flipping the **Sample Sent Indicator/Toggle** and can include tracking information. All attributes and images directly feed to create the product pages that go live on Kohls.com
  *Important Note: Items cannot go live to Kohls.com until attribution and images are completed and approved.

Logistics Resources

- o Resources regarding shipping and packaging, invoices, monthly updates, transportation and compliance and much more can be found in K-Link.

Business Reporting and Sales Performance

- o Vendors will have access to their business reports within K-Link. Unit projections and sales performance may also be made available through K-Link by their merchant partners.

Omni Channel Fulfillment information

- o The K-Link roadmap includes future enhancements to be able to leverage omni channel fulfillment information to leverage case/size pack capabilities and ultimately reduce the number of boxes going through the distribution network.

Marketing Platform

- o The K-Link roadmap includes future enhancements to be able to leverage more marketing information and provide a platform for content sharing with our Kohl's vendor partners.

Who should be using K-Link?

Any member of your vendor group that may access the above information will need to establish their own K-Link account. (Shared log-ins are not allowed)

Register for K-Link

Step 1: For newly onboarded vendors, the internal Kohl's team you are working with must email k-link@kohls.com to request K-Link registration access for you. In the email, they must include the email address that will be used to register for your K-Link account.

For existing vendors, the registration request email to k-link@kohls.com may be sent by either your internal Kohl's team OR a current, registered K-Link user from your company.

Step 2: The K-Link team will send an email with a unique registration link to the email address provided by the internal Kohl's team.

Step 3: Click the unique registration link to access the K-Link Registration Page (will expire within 2 days of receiving the email)

Step 4: Complete the Registration Fields

Step 5: Select Y/N "Are you from L&F vendor" (Li & Fung)

Step 6: Enter Vendor ID and PO Number (Merchant office will provide)
only 1 vendor ID and 1 PO # required, unless user represents multiple vendors

Step 7: Click Register

Register

First name | Last name

Email | Title

Company name (Parent)

Are you from L&F vendor?
○ Yes   ◉ No

Vendor Number | PO Number

Vendor Number | PO Number

ADD additional ID

By registering, you represent and warrant that you are an authorized representative of Vendor and hereby confirm that information you submit to Kohl's is accurate and can be used by Kohl's, as further described in Kohl's Purchase Order Terms and Conditions and Terms of Engagement under which Kohl's purchases products from its vendors.
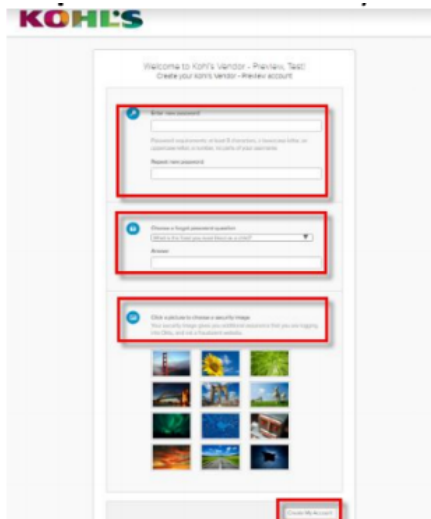
REGISTER

Step 8: Check your email for Okta Verify email. Click Verification Link (will expire within 7 days of receiving the email)
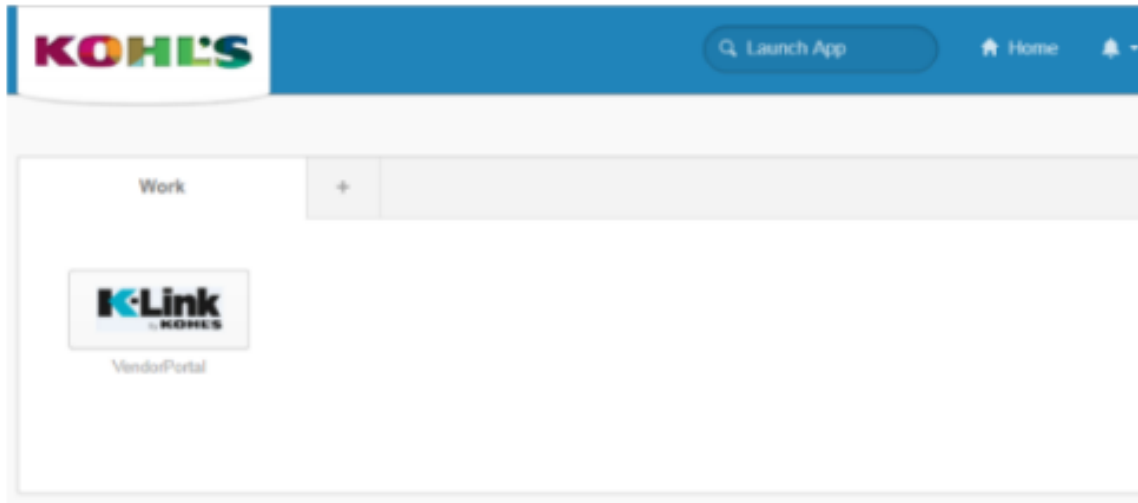*If you cannot find your Okta Email, please check your spam folders.*
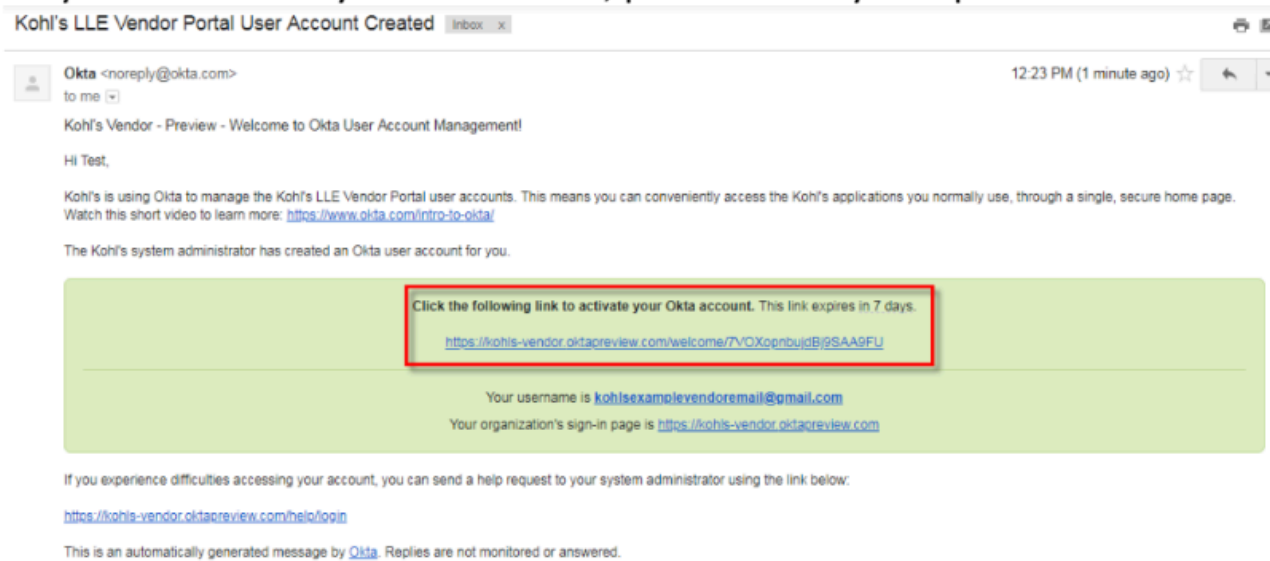
Step 9: Set Up K-Link Account (set up password & security question)
Step 10: Select Create My Account

FINISHED! You are now able to access K-Link.
We recommend using Google Chrome Incognito Mode for optimal K-Link performance

Forget Password Reset
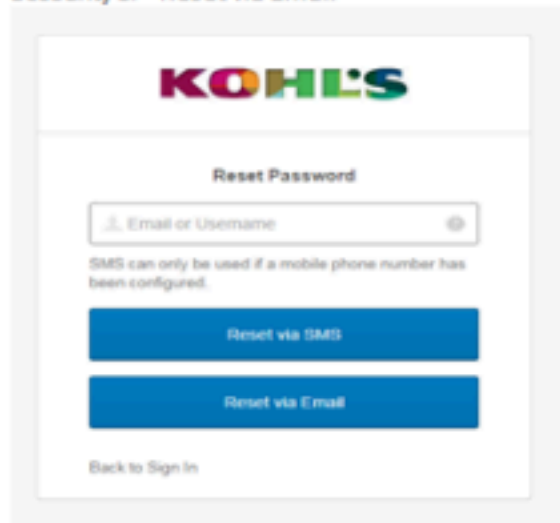
Step 1: Click Forget Password?

Sign In

Username

Password

SIGN IN

First time here? Click to **Register**

Forgot Password?

Step 2: Enter registered email and
Step 3: Select either "Reset via SMS" (if set up mobile number with your account) or "Reset via Email"

KOHL'S

Reset Password

Email or Username

SMS can only be used if a mobile phone number has been configured.

Reset via SMS

Reset via Email

Back to Sign In

Step 3: Check your Email for link to reset password

User registered successfully. Please check your inbox for instructions on setting up your credentials

Step 4: Answer Security Question that were set up from initial registration

Step 5: Enter new password

Resources Available in K-Link

Within K-Link, Vendors will have access to content regarding reports, product, and resources. Once logged into K-Link, all content can be found via the navigation bar in the K-Link Dashboard.

Business

Reports and Sales Performance
- o Sales Performance Reports:

   Sales and Inventory reports are pulled from Kohl's Data Warehouse, providing vendors with key metrics specific to each vendor's product.

- o Unit Projections:

   The Unit Projection report is a tool that allows the user to forecast sales, receipts, inventory, and markdowns. In addition to forecasting, it also tracks the actual sales, receipts, and inventory during the season.

- o Vendor Performance Summary (VPS):

   The Vendor Performance Summary (VPS) is designed to provide vendors visibility to financial plans and projections in an effort to drive business in a more collaborative fashion.

   *Note: VPS are provided by your merchant partners. They may communicate these through the K-Link portal or offline.

Product
- o Product Category provides access to all vendor merchant groups that have been set-up within K-Link. You may also access your merchant groups from the Dashboard.

Resources
Content on the following topics can be found in K-Link:
- o Digital
- o EDI
- o Compliance
- o Legal
- o Logistics
- o Private and Exclusive Brands
- o New Vendors

Training Materials for Item Attribution and Image Upload

User guides, tips & tricks, best practices and FAQs relating to K-Link attribution and image/upload process are all available on K-Link. Log into K-Link and reference the "Support & Training" box on the K-Link Dashboard.

SUPPORT & TRAINING

My Profile   FAQS

Guides & How Tos   Contact Us

Guides & How Tos
In this section you will find useful training guides and videos such as:
- o K-Link User Guide – Vendor Role
- o K-Link Attribution Definitions
- o K-Link Vendor Overview Video
- o K-Link Vendor Attribution Video
- o K-link Vendor Image Upload Video
- o K-link Vendor Prerecorded Webinars
- o K-Link Quick Reference Guides
- o And more!

Contact Us
Utilize this section to contact the K-Link team with questions.

Vendor Admin Access - Requesting/Removing Admin Rights

All Kohl's account reps have been initially set up with admin rights for K-Link. A vendor will need admin rights for the managing user access for their vendor numbers. Vendor admin rights should be limited to users within your company who have the responsibility of managing user access to company information.
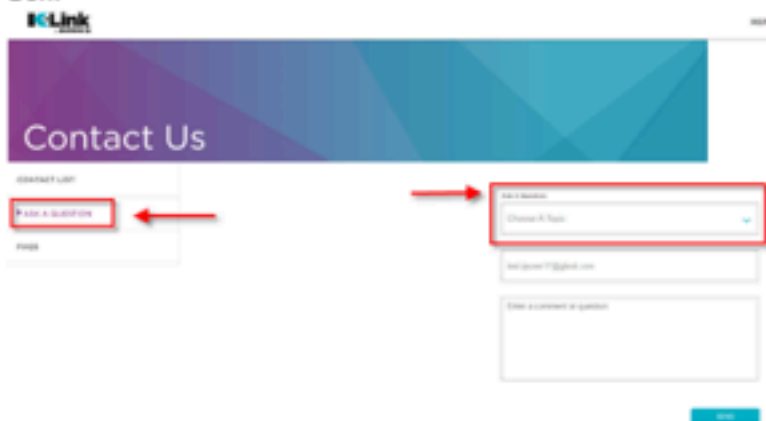
Step 1: Request/Remove Admin Access through the "Contact Us" form.

Step 2: Select "Ask a Question" and go to "Ask a Question – Choose a Topic" Box.
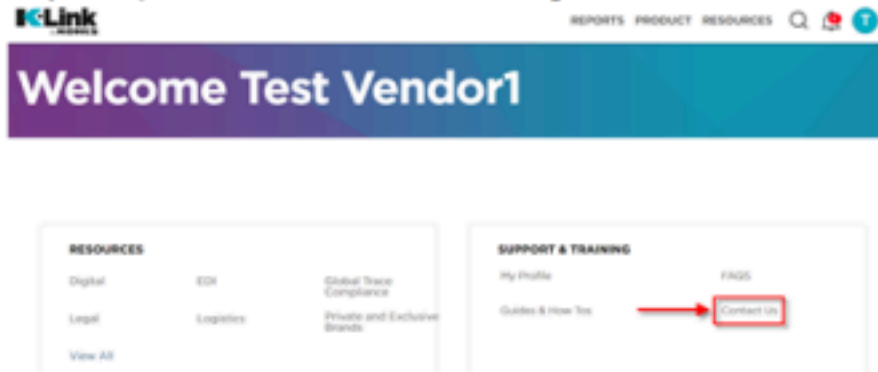
Step 3: Select "Request for vendor admin rights" in the "Ask a Question – Choose a Topic" Box


Step 4: Enter your email. In the comment field below request to have admin rights added or removed. Click "Send" once complete.

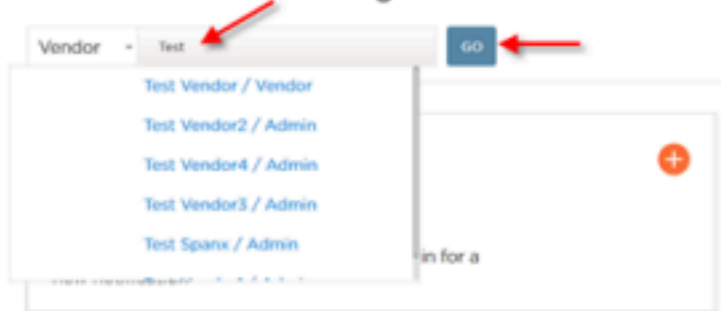## *Vendor Admin Access - Removing Existing Users from Vendor's Account*

If a vendor user is no longer associated with the company, the Vendor Admin can remove that user from K-Link.

Step 1: SELECT the Blue Circle in the Upper Right Corner of K-Link Dashboard. Select "Admin Dashboard".
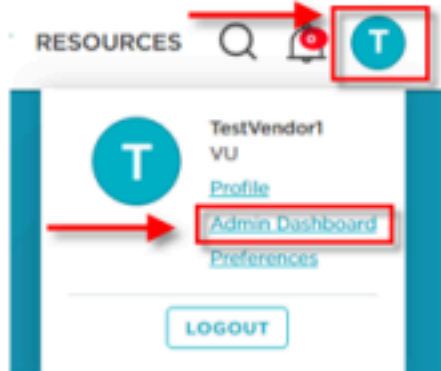
Step 2: SEARCH for the vendor user that you would manage and click "Go". Select the name of the user you are looking to edit.
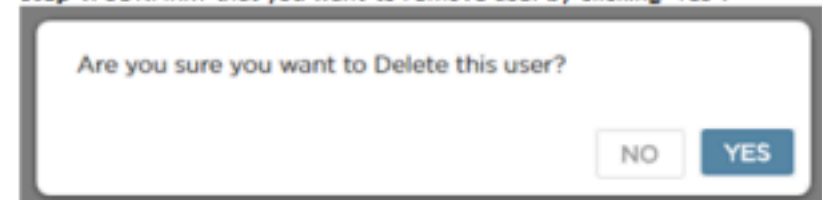
Find the user to manage

Vendor | Test | GO

Test Vendor / Vendor
Test Vendor2 / Admin
Test Vendor4 / Admin
Test Vendor3 / Admin
Test Spanx / Admin

Step 3: CLICK "Delete This User"

OLD Test Vendor

Role Vendor
Company Test Company
Title
Email oldtestvendor@xxhb.com

My Vendors + Add

NAME | VENDOR NUMBER

DELETE THIS USER

Step 4: CONFIRM that you want to remove user by clicking "Yes".

Are you sure you want to Delete this user?

NO | YES

Contact Us

K-Link Support: Use the **Contact Us** link on the K-Link homepage or email us at k-link@kohls.com!