K-Link User Guide

Vendor Role

Table of Contents

K-Link by KOHL'S

What is K-Link?

A **dynamic, cloud-based user interface** that is a **one-stop shop for vendors** allowing entry into the **Kohl's ecosystem.**

Streamlined tool to enter attribution and upload images, allowing for quick omnichannel item set-up

Full visibility to workflow, due dates & timelines

Efficient communication between vendors & Kohl's

Kohl's sets up styles

Vendor completes copy attribution

Rejected

Resubmitted

Kohl's approves/ rejects copy

Merchant writes PO

Rejected

Resubmitted

Kohl's approves/ rejects images

Kohl's completes internal attribution

Kohl's creates product page

Vendor uploads images

K-Link by **KOHL'S**
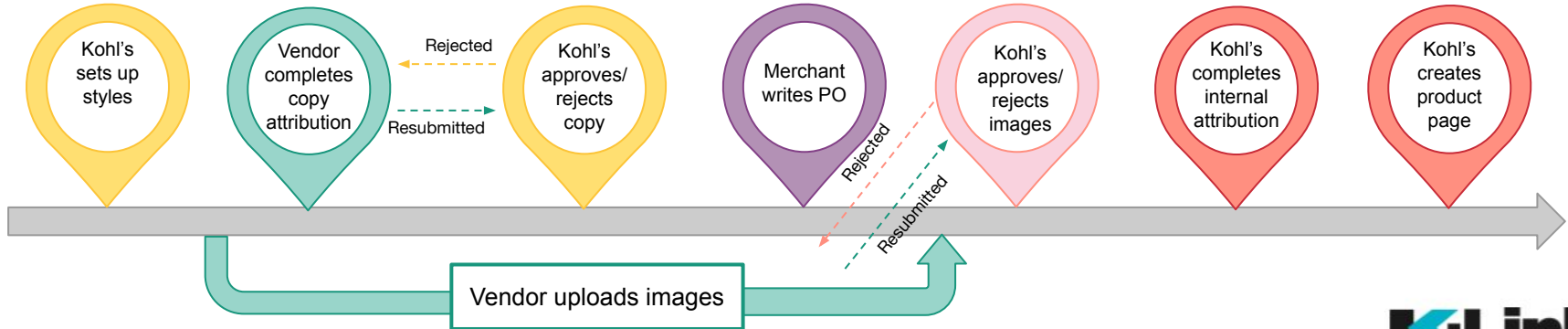
Accessing K-Link

- Use the following link to access K-Link: link.kohls.com
  - Preferred Browser: **Chrome 65 Incognito** or **Mozilla Firefox Incognito** (you may receive errors with other browser windows)
- Sign in with your username and password

If you are a first-time user, please register! *Registration instructions linked here*

➔ 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.

➔ Existing vendors: The internal Kohl's team you are working with OR a current, registered K-Link user from your company must email k-link@kohls.com to request K-Link registration access for you.
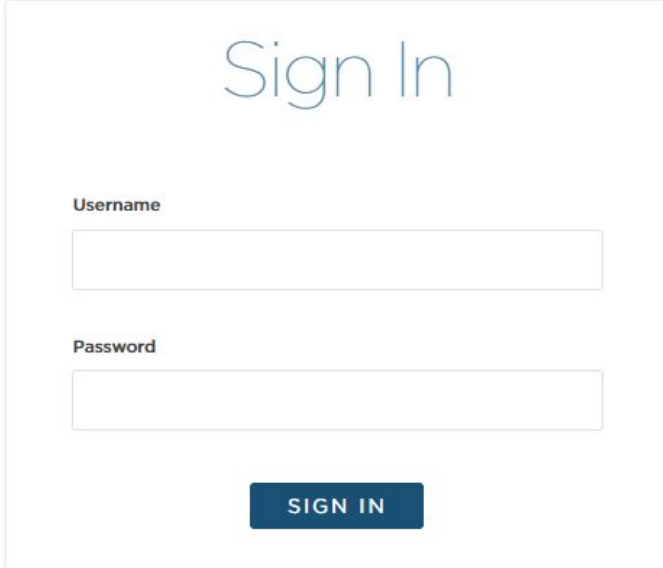
Support:
- *K-Link Access & Technology Support: Call us at 262-703-1515*
- *K-Link Business & Resource Content Support: Use the **Contact Us** link on the K-Link dashboard or email us at k-link@kohls.com*

Sign In

Username

Password

SIGN IN

K-Link
by **KOHL'S**

K-Link Dashboard

The dashboard gives you quick access to important resources.
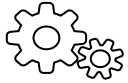
Resources

❖ Find all resource content previously found in Kohl's Connection

Support & Training

❖ User guide links, FAQs, Contact Us information and more

Merchant Groups

❖ Quick reference to where groups are in item set-up process

Reports

❖ Quick access to Sales Reports, KP2s and VPS

Accessing Reports from the Top Navigation

To view all accessible reports, click on the reports link in the top navigation, then click on the report you want to view.

K-Link is a gateway for reporting but does not own any of the reports vendors have access to. Please work with your merchant team if you have any reporting related questions

K-Link by KOHL'S

REPORTS   PRODUCT   RESOURCES

Merchant
Sales Performance
KP2 Application
Vendor Performance

Product Setup
Consumer Product Report

Marketing Reports
Marketing Analytics Reports

- Follow the links under each report type to access necessary reports.

- You will be prompted to sign into the Qlik Portal to access your merchant reports.

- Select and download multiple Paid Media, DVM and In-Store Media reports from the marketing analytics reports page.

Reports

MERCHANT REPORTING

▸ Sales Performance

KP2 Application

Vendor Performance

MARKETING REPORTS

Sales Performance

Click on the "View Reports" link below to view Sales and Inventory reports from Kohl's, providing vendors with key metrics specific to each vendor's product.

View Reports - Qlik ↗

Connecting to Qlik

For step by step instructions, please see the attached document. Connecting to Qlik

Exporting and Printing

For more information on navigating, viewing, or exporting reports in Qlik, please see the attached document. Qlik Basics

Help

If the Qlik documentation does not resolve your issues, please call the EOC Help Desk at 262-703-1515.

K-Link by KOHL'S

Available Vendor Reports

Sales Performance

Weekly Business Summary - High level overview of business, including demand and verified sales and LY data. Drill down to subclass view.

Style Summary - Overview of demand sales and inventory data at the style level and below, including a best sellers recap. Drill down to SKU/size level.

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

Logins and security questions contact: EOC at 262-703-1515. Request access to the MSI Vendor Portal application from the Identity Management Team.

General reporting questions reach out to your merchant partners.

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.

Once in K-Link, there are two views:
1. View Saved PA Recap – saved rollups
2. View PA Recap – individual PAs

Your merchant partners will need to enable your PAs on the portal for vendor users to have access and visibility. Contact your merchant partners for additional assistance.

Coming Soon
Upcoming enhancements will be made to KP2 regarding vendor view and access. Improved functionality regarding printing, channel views, missing content will be addressed in this update.

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. The intention is to utilize the VPS to profitably drive business and to provide fiscal clarity at the vendor level. Vendors should be actively participating in conversations pre-season and in-season to maximize sales and profitability.

VPS Overview Report – financial overview tool

To View: Select Vendor Name to retrieve your VPS that has been uploaded by your merchant partners.

For assistance in accessing your VPS, reach out to your merchant partners.

Accessing Products from the Top Navigation Merchant Groups

To view all products that are flowing through K-Link, click the Products link in the top navigation, then select "Merchant Groups".

REPORTS   PRODUCT   RESOURCES   🔍   🔔   T

Product
Merchant Groups
Styles
Asset Maintenance

Merchant Groups (59)

Clicking on "Merchant Groups" will direct you to the Merchant Group page. All styles being worked on are organized into merchant groups.

You will only need to access this link if you do item set-up with Kohl's.

| DEPARTMENTS ⌄ | VENDORS ⌄ | BRANDS ⌄ | ASSIGNED TO ⌄ | STATUS ⌄ | Advanced Filters ⌄ |

PRODUCT LAUNCH DATE	MERCHANT GROUPS		ASSIGNED TO	DUE DATE	STATUS	
11/13/2019	FOSSIL INC_19_1910221443143418	📄	Not Assigned 👤 Take ownership	12/03/2019	UNDER VENDOR REVIEW	VIEW
	Styles: 1 | SKUs: 3	🖼	Not Assigned	12/03/2019	UNDER VENDOR REVIEW	VIEW
11/13/2019	FOSSIL INC_19_1910221444313796	📄	Not Assigned 👤 Take ownership	12/03/2019	UNDER VENDOR REVIEW	VIEW
	Styles: 1 | SKUs: 1	🖼	Not Assigned	12/03/2019	UNDER VENDOR REVIEW	VIEW
11/13/2019	FOSSIL INC_19_1910221443151138	📄	Not Assigned 👤 Take ownership	12/03/2019	UNDER VENDOR REVIEW	VIEW
	Styles: 1 | SKUs: 1	🖼	Not Assigned	12/03/2019	UNDER VENDOR REVIEW	VIEW

K-Link by KOHL'S

Accessing Products from the Top Navigation
Style Dashboard

To view products that are flowing through K-Link by style, click the Products link in the top navigation, then select "Styles".

- Clicking on "Styles" will direct you to the Style Dashboard page.

- You can toggle between attribute and image timelines by selecting these icons:
  - Attributes
  - Images

- To take action on the style, click the "Edit" button.

REPORTS   PRODUCT   RESOURCES

Product
Merchant Groups
Styles
Asset Maintenance

Styles (51679)

| DEPARTMENTS | BRANDS | ASSIGNED TO | STATUS | Advanced Filters ∨ |

VENDOR STYLE	MERCHANT GROUPS		ASSIGNED TO	DUE DATE	STATUS	
011721568191 CCs: 1 | SKUs: 2	FOSSIL INC_19_190117215537814		Merchant1 Specialist1 Merchandise Specialist	06/13/2019	IN PROGRESS	VIEW
011721574281 CCs: 1 | SKUs: 1	FOSSIL INC_19_1901172155467979		Test Vendor1 VU	03/01/2019	IN PROGRESS	EDIT
011721574495 CCs: 1 | SKUs: 3	FOSSIL INC_19_1901172155382134		Test Vendor1 VU	06/20/2019	READY TO SUBMIT	EDIT
011722003169 CCs: 1 | SKUs: 1	FOSSIL INC_19_1901172155467979		Test Vendor1 VU	03/01/2019	IN PROGRESS	EDIT
011722009000 CCs: 1 | SKUs: 1	FOSSIL INC_19_1901172155431188		Not Assigned	03/01/2019	NEW	EDIT
011722022382 CCs: 1 | SKUs: 1	FOSSIL INC_19_1901172201243341		Katrina Kalusok Merchandise Specialist	03/01/2019	NEW	VIEW
011722029288 CCs: 1 | SKUs: 1	FOSSIL INC_19_1901172201187594		Not Assigned	03/01/2019	NEW	VIEW

K-Link by KOHL'S

Accessing Resource Content from the Top Navigation

To view all accessible resources, use the Resources link in the top navigation, or search by resources.

Click on a specific resource field to see all documentation available for that resource.

Type the resource topic you are looking for into the search bar. The search will populate links related to that topic.

Global Search

Click the magnifying glass to search in K-Link.

Products Search
Search for all Kohl's products. Some fields may require you to enter the Department first to help narrow down the search.

PRODUCTS RESOURCES

SKU
Enter SKU

Vendor Style #
Enter Vendor Style

CP
Enter CP

Department
Select Department

Vendor
Select Vendor

Brand
Select Brand

Class
Select Class

Sub-Class
Select Sub-Class

Merchant Group
Enter Merchant Group

Kohls Style ID
Enter Kohl's Style ID

UPC
Enter UPC

Group Code
Enter Group Code

Department (P1)
Select P1

Category (P2)
Select P2

Product (P3)
Select P3

View By
Vendor Style

CLEAR ALL   SEARCH

Notifications & Comments

Notifications

In the top right corner, you'll see a notification bell with a number to indicate how many messages are unread. Clicking on the bell will set the number back to zero. Clicking into a notification will take you to the specific group.

All Notifications

Under the "All" tab, a list of all notifications will appear. Click on the notification to review the merchant group or product-level comments. To remove all notifications, click "Mark All as Read".

Comments

Find comments from the Kohl's team under the "Comments" tab. Click on the comment to view. Once a comment has been replied to, it will be removed from this list.

Updates

Find workflow updates on merchant groups under the "Updates" tab. Click on the update to review the merchant group.

Editing Your Profile

To update your personal profile, click the "Profile" link under your user name by clicking the teal circle that has the first letter of your first name.

Add vendors by clicking the "+ Add" button next to My Vendors. You will be prompted to enter in a PO and Vendor number.

Remove vendors by hovering over the vendor name and clicking the "X". If only one vendor is present, the vendor cannot be removed.

Add or modify Packaging Capabilities by clicking the "Add/Modify" button.

View current packaging capabilities by clicking the "View Capabilities" button.

K·Link by KOHL'S > Merchant Groups > Test Vendor2

Test Vendor2 ✎

Role Vendor
Company BABYSWEDE LLC
Title
Email test.vendor35@gtest.com

My Vendors + Add

NAME	VENDOR NUMBER	
BABYSWEDE LLC	185983652	×

Packaging Capabilities Add/Modify

View Capabilities

RESOURCES

TestVendor2
VU
Profile
Admin Dashboard
Preferences

LOGOUT

Packaging Capabilities

To update your packaging capabilities, click the "Profile" link under your user name and then click on the "Add/Modify" button.

Enter in Vendor, Department and Subclass information. Your choices will be based on the vendor dropdown choice, or combination of vendor and department. Click "Continue".

Update Store Channel and Ecom Channel preferences. Click "Finish" when completed.

A green success message will appear when the packaging capabilities have been updated successfully.

Packaging Capabilities [Add/Modify]

View Capabilities

Select Criteria
Vendors
Select Vendor

Department
Select Department

Subclass
Select Subclass

CONTINUE

K·Link by KOHL'S > Vendor User35 > Packaging Cap...

Modify or Add New Packaging Capabilities

● Select Criteria

● Enter Packaging Capabilities   Learn More

VENDOR (1)
BABYSWEDE LLC

DEPARTMENTS(1)
920-EC BABY NON-APPAREL

SUBCLASSES(1)
65-BOY TOPS

Store Channel

Prepack
2 or more SKUs(sizes) of the same style/color

Multi – Multi
"Fixture in a Box" 2 or more style/colors in the same pack with 1 to many sizes

Compound Prepack
Multiple prepack options for the same SKUs style/color/size on a single PO

Pack by Store
Multiple SKUs style/color/size packed an marked in acarton for a specific store

Ecom Channel

Bulk / Bulk Case
1 SKU-all same style/size/color.Individually packed units

FINISH

Editing Your Email Preferences

You can easily turn emails on and off through the "Preferences" link under your user name by clicking the teal circle that has the first letter of your first name.

K-Link by KOHL'S
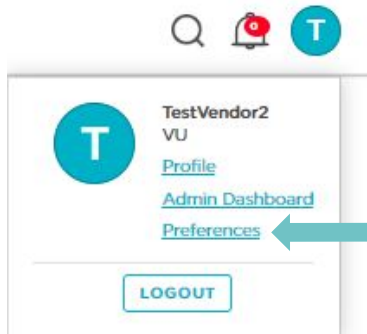
REPORTS   PRODUCT   RESOURCES

kohlsvendor7@gmail.com

Department 147 - G4-6x Coll & Playear has been turned OFF. Undo

Email Preferences

Receive Emails   ON

You will receive emails from the areas switched to ON

Departments

44 - Dresses And Skirts	
48 - G7-16 Dress/collect	
84 - Juniors Outerwear	
144 - Junior Sweaters	
147 - G4-6x Coll & Playear	
242 - Junior Graphic Tops	
244 - Junior Knit Tops	
247 - G4-6x Seasonal/dress	

Brands

Artisan Crafted	
Bci	
Bongo	
Candies	
Health Tex	
Jolt	
Licensed Character	
Margo & Sebastian	

TestVendor2
VU
Profile
Admin Dashboard
Preferences

LOGOUT

All Emails
Use the "Receive Emails" toggle at the top left of the screen to turn **all emails** on or off. You'll continue to receive notifications within the system, but will no longer receive any emails if this toggle is switched off.

Emails by Department
You can turn emails on or off for individual departments. When you turn on/off a department, it will also turn on/off emails for brands associated with that department.

Emails by Brand
To narrow down emails to the specific brands you work on, use the toggle switch to turn on/off certain brands.

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Emails Sent from K-Link

You'll receive emails to let you know when your work is ready in K-Link. The link in the email will take you directly to the group you need to work on.

You'll Receive Emails When ...

- Merchant group is ready for attribution

- Attributes are past due

- Attributes are rejected

- Styles have been added

- Colors are added to a style

- Sizes are added to a style

- SKUs are in store only

- "Update Copy Request" comment sent

- Merchant group is ready for images

- Images are past due

- Images are approved

- Images are rejected

- Kohl's takes ownership of Merchant Group

- Inventory needs to be loaded

- Merchant Group name changes

- Styles move to "Published Denied"

K·Link by KOHLS

To Vendor User,

This email is to update you on activity within K-Link

Merchant Group Vendor_123_CC has been created by Merchant Specialist 1 and is ready for attribution. Please review all the styles in the group and complete the attribution by 6/15/2018. Please note: POs cannot be EDI'd until attribution has been approved. In addition, please upload images or send a sample by 5/20/2018.

Click on the following link to take you to K-Link:
http://link.kohls.com

Once you click on the link, you will be asked to log in with your User ID and Password.

Thanks for partnering with us at Kohl's!

Regards,
K-Link by Kohl's Team

For K-Link by Kohl's support, email us at k-link@kohls.com.

Merchant Group Landing Page

The Merchant Group Landing Page can be accessed via the Product link in the top navigation or from the Merchant Group section on the Dashboard Page.

What is a Merchant Group?

A merchant group is an organizational tool to group styles together. The Kohl's Item Production Specialists will be creating these groups, and will determine which styles will be grouped together. Most likely, organization will be based on buy or season, but will be up to each office to determine what works best for their area.

Purpose

This page provides a list of merchant groups that are moving through K-Link. There are filtering capabilities to easily navigate to specific merchant groups.

Naming Convention
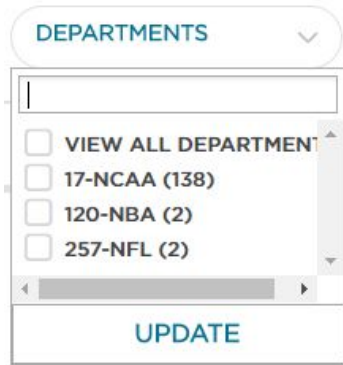
The merchant group naming convention is as follows: Vendor Name_Dept Number_Name of Group.

Landing Page: Departments & Vendors
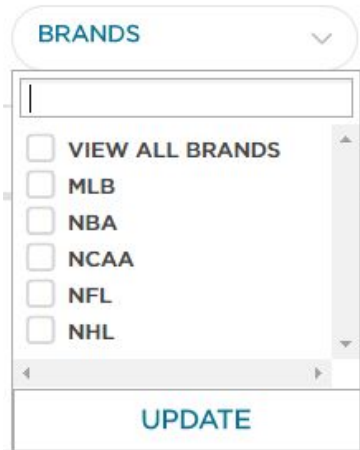
DEPARTMENTS

VIEW ALL DEPARTMENT
☐ 17-NCAA (138)
☐ 120-NBA (2)
☐ 257-NFL (2)

UPDATE

Departments

In the top left corner, you'll see a Departments section. Your view will default to the departments you work on, but you'll have the opportunity to select "View All Departments" from the dropdown. Click "Update" and you'll see all departments with merchant groups in the dropdown and in the list of merchant groups below.

The number in parenthesis to the right of the department tells you the number of merchant groups in that department.

BRANDS

☐ VIEW ALL BRANDS
☐ MLB
☐ NBA
☐ NCAA
☐ NFL
☐ NHL

UPDATE
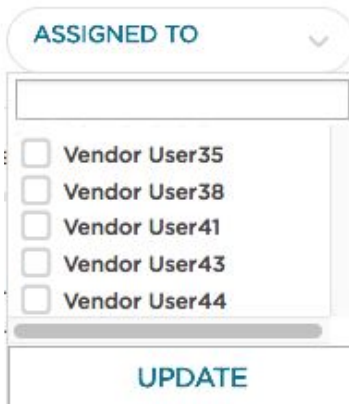
Brands

To the right of the Departments dropdown, you'll see a Brands section. Your view will be based on the department(s) that are selected, but you'll have the opportunity to select "View All Brands" from the drop down. If you carry several brands, you'll be able to select the brand you work on and view the merchant groups for that specific brand. Click "Update" to apply your changes.

Pro Tip:
Use the Department cartridge to narrow down the merchant groups that display on your screen. This will help you to navigate to specific groups and manage your workload easily.

Landing Page: Assigned To, Status & Advanced Filters
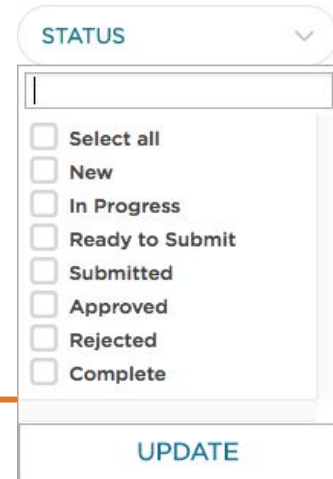
Assigned To
To the right of the Brands dropdown, you'll see a section for Assigned To. Your view will allow you to choose what user(s) assigned work you want to view. You also have the opportunity to click "Select All" from the dropdown.

Status
To the right of the Assigned To dropdown, you'll see a section for Status. You can view all assets being worked on by all users in each status, and you can also click "Select All" to see all groups in all statuses.

Advanced Filters
Clicking on the "Advanced Filters" button allows you to filter by Merchant Group Name, Attribute Due Date, Image Due Date and Class

Landing Page: Merchant Group Name & Attribute Due Date Filters

Merchant Group Name

This field allows you to search by the name of a merchant group. When you start typing the name of the merchant group, it will auto populate the merchant group names that match.

Merchant Groups (20)
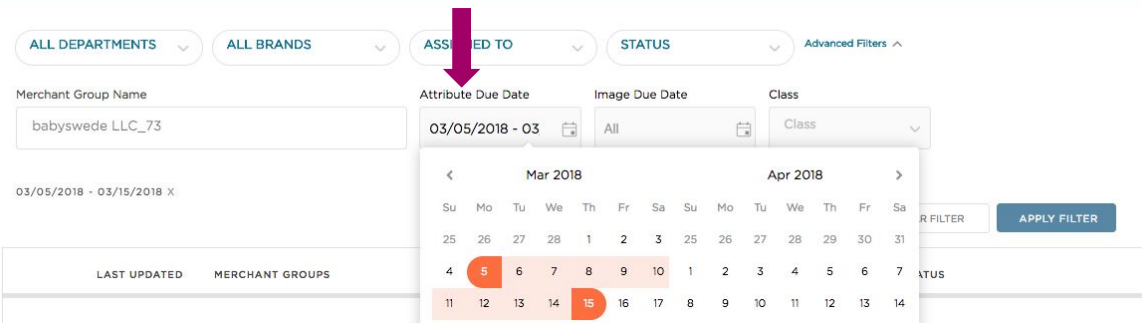
ALL DEPARTMENTS ⌄   ALL BRANDS ⌄   ASSIGNED TO ⌄   STATUS ⌄   Advanced Filters ∧

Merchant Group Name

babyswede llc_73_|

Attribute Due Date   Image Due Date   Class

All 📅   All 📅   Class ⌄

CLEAR FILTER   APPLY FILTER

BABYSWEDE LLC_73_100 Sku Test
BABYSWEDE LLC_73_1803142247178036
BABYSWEDE LLC_73_1803142303363017
BABYSWEDE LLC_73_1803150102533718

ASSIGNED TO   TIMELINE   DUE DATE   STATUS

Attribute Due Date

This field allows you to search attribute due date by a single date or range of dates. To search a single date, click on the same date twice. To search a range of dates, click the first and last dates you want to search for.
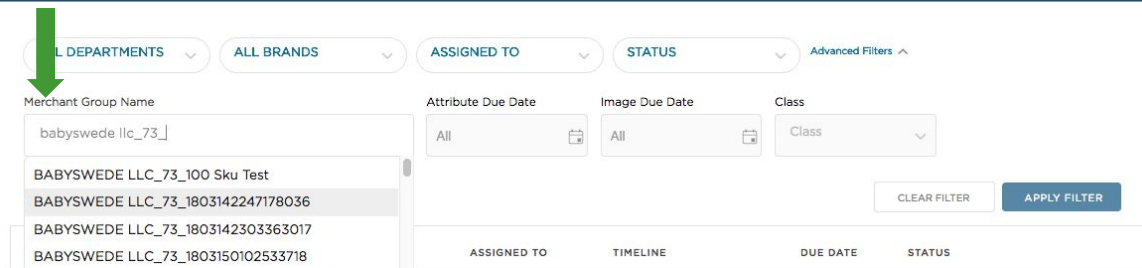

Merchant Groups (20)

ALL DEPARTMENTS ⌄   ALL BRANDS ⌄   ASSIGNED TO ⌄   STATUS ⌄   Advanced Filters ∧

Merchant Group Name   Attribute Due Date   Image Due Date   Class

babyswede LLC_73   03/05/2018 - 03 📅   All 📅   Class ⌄

03/05/2018 - 03/15/2018 X

‹	Mar 2018						Apr 2018					›
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3	25	26	27	28	29	30	31
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14

LAST UPDATED   MERCHANT GROUPS   ...ATUS

R FILTER   APPLY FILTER

Landing Page: Image Due Date & Class Filters

Image Due Date

This field allows you to search image due date by a single date or range of dates. To search a single date, click on the same date twice. To search a range of dates, click the first and last dates you want to search for.

Class

This field allows you to search by class. To use this dropdown, you must first select a department number from the first row of dropdowns.

Landing Page: Merchant Group Report & Product Launch Column

Merchant Group Report

Click on the three vertical dots before the date to download the merchant group information into Excel. It provides merchant group details such as VSNs, SKUs, UPCs, NRF Size & Color, CPs, Display Color, Class, Subclass and more.

Merchant Groups (20)

| ALL DEPARTMENTS | ALL BRANDS | ASSIGNED TO | STATUS | Advanced Filters ⌄ |

PRODUCT LAUNCH DATE	MERCHANT GROUPS		ASSIGNED TO	DUE DATE	STATUS
⋮ 11/29/2018	FOSSIL INC_19_OTHERFOSSILMG Styles: 1 | SKUs: 1		KOHLS KOHLS	01/02/2019	SUBMITTED VIEW
⬇ Download			Test Vendor1 VU	01/02/2019	IN PROGRESS EDIT

Product Launch

This column shows the date the item is expected to go live on Kohls.com. By clicking on the header, you can sort the groups to see which groups launch soonest.

Merchant Groups (20)

| ALL DEPARTMENTS | ALL BRANDS | ASSIGNED TO | STATUS | Advanced Filters ⌄ |

PRODUCT LAUNCH DATE	MERCHANT GROUPS		ASSIGNED TO	DUE DATE	STATUS
⋮ 11/29/2018	FOSSIL INC_19_OTHERFOSSILMG Styles: 1 | SKUs: 1		KOHLS KOHLS	01/02/2019	SUBMITTED VIEW
			Test Vendor1 VU	01/02/2019	IN PROGRESS EDIT

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Landing Page: Merchant Groups & Assigned To Columns

Merchant Groups

This column displays the name of the merchant group. Past this column, the merchant group is split into two sections: the top line is for attribution and the bottom line is for images.

Assigned To

This column displays the name of the person that's working on the group. When "Assigned To" says "Not Assigned", it means no one has begun working on that group. Clicking "edit" will automatically assign the group to you.
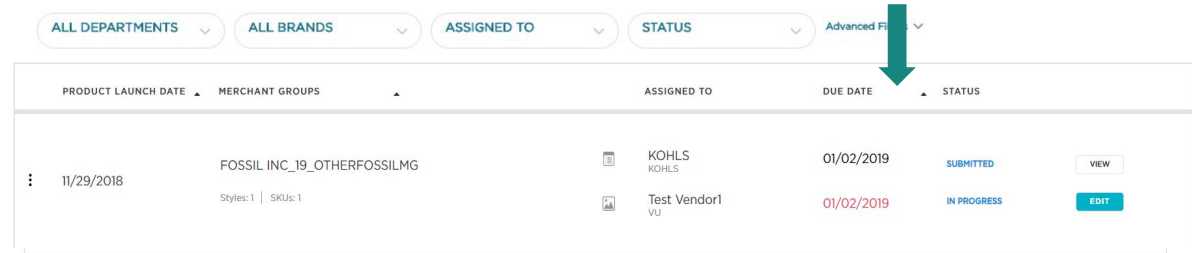
Landing Page: Due Date Column

Due Date

This column designates a due date for the attribution piece of the merchant group, and a separate due date for the image piece of the merchant group. Click the carrot to sort by due date.

Pro Tip:
Make sure to complete attribution prior to the due date to ensure a timely PO. Upload images or send samples prior to the due date to ensure that items are on Kohls.com when inventory is available.

Item Production Specialists will set the due date for vendors. The attribution due date will depend on when the PO needs to be written. Images may have a longer due date, depending on area of business.

Item Production has a set due date for approval or rejection of copy attribution. You will receive notification if attributes have been rejected. Attributes will need to be updated before a PO can be written.
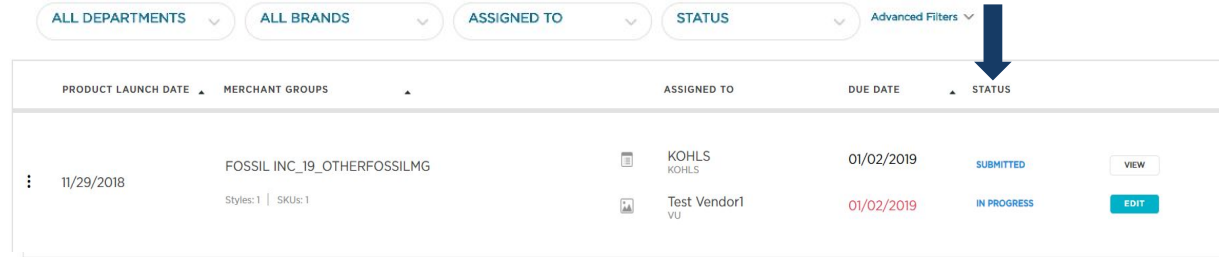
Digital Merchandising will complete site attribution. Once the merchant group is complete, Item Production will ensure items are live before inventory is available.

Landing Page: Status Column

Status

This column provides insight into where the merchant group is in the set-up process. As a vendor, you will see eight possible statuses throughout the progression of the merchant group.

New
Work has not begun on this merchant group.

In Progress
You or a coworker have begun attribution or uploading images, but have not submitted the styles to Kohl's.

Ready to Submit
Attribution and/or images are complete but haven't been submitted to Kohl's.

Submitted
Attribution and/or images are complete and have been submitted to Kohl's for approval.

Approved
Attribution and/or images have been approved by Kohl's.

Rejected
Attribution and/or images have been rejected by Kohl's and are back in your queue for updating.

Complete
Merchant Group attribution and images are complete.

Publish Denied
An item has been rejected by Kohl's during the publish process and the attribution and images are back in your queue for updating.

Accessing Merchant Groups

To access your merchant group, click the "edit" button next to merchant group statuses. You have the option of editing either attributes (top line) or images (bottom line).

PRODUCT LAUNCH DATE ▲	MERCHANT GROUPS ▲		ASSIGNED TO	DUE DATE ▲	STATUS	
11/29/2018	FOSSIL INC_19_OTHERFOSSILMG		KOHLS KOHLS	01/02/2019	SUBMITTED	EDIT
	Styles: 1 | SKUs: 1		Test Vendor1 VU	01/02/2019	IN PROGRESS	EDIT

If a coworker has claimed the group, you can take ownership as long as they are not actively working on the group. Clicking on the "Take Ownership" link below the user's name will prompt a warning message.

If a Kohl's Associate is working on a group, you will not be able to take ownership of the group.

If you see a "view" button, it means that the group is either being worked on by one of your coworkers, or is with Kohl's. Clicking on the view button will give you view access to attributes or images.

Vendor7
Vendor
👤 Take ownership
Not Assigned
Vendor

Warning !   ✕
You are going to take the ownership of TOPSON DOWNS OF CAL INC | 113 | data1003 from Vendor7.
Cancel   CONTINUE

NEW   VIEW
IN PROGRESS   EDIT

K-Link by KOHL'S

Style Landing Page

The Style Landing Page can be accessed via the Product link in the top navigation or from the Merchant Group section on the Dashboard Page.

Purpose

This page provides a list of styles that are moving through K-Link. There are filtering capabilities to easily navigate to specific styles.

Defaults to the attribute timeline, assigned to, due date & status

Can toggle to image timeline by selecting the image icon

Click view or edit to be routed to the merchant group page where this style lives

Add filters to narrow down search (same as merchant groups)

Copy Attribution

Provide customer-facing attributes for K-Link

Selecting a Specific Product

Clicking on the "edit" button for attributes on your merchant group page takes you to the vendor style screen. All styles living within this merchant group appear on this page.

"No Value" will be the default for the Specific Product field. **If you do not change the Specific Product, you will see a broad list of required attribution based on the PDP Category.**

Select a specific product from the dropdown. This will narrow down the number of attributes shown on the following pages.

You can mass update the Specific Product by selecting the checkmarks on the left. Fill in the correct Specific Product for the first style and it will apply to all selected rows.

After specific product has been chosen for all styles, click "Save Changes". You will not be able to proceed with attribution until you save.

Merchant Groups > AGRON INC_175_ADIDAS19BACKPACKS

DEPARTMENT	VENDOR	BRAND	GROUP DESCRIPTION	ATTRIBUTE DUE	IMAGES DUE	COUNTS
175 - SPORT BAGS/BACKPACKS	AGRON INC	ADIDAS	AGRON INC_175_ADIDAS19BAC...	12-20-18	01-30-19	CC: 64	SKUs: 64

Attributes | Images and Samples

⚠ IMPORTANT!! Please select a **Specific Product** for all styles below. If you don't select a Specific Product, you will be filling out unnecessary attribution.

SAVE CHANGES

	VENDOR STYLE ▲	DESCRIPTION ▲	KOHLS STYLE ID ▲	COLOR	PDP CATEGORY	SPECIFIC PRODUCT ▲	STATUS ▲
☐	5133553	ALLIANCE II SACKPACK BLACK	73601585	BLACK	SPORTS BAGS	No Value	NEW
☐	5133584	DIABLO SM INTENSE PINK	99672526	BR PINK	SPORTS BAGS		NEW
☐	5136407	DIABLO SM ONIX SOLAR RED	99673355	ONX/BLK/RD	SPORTS BAGS		NEW
☐	5141478	ALLIANCE II SACKPACK SHOCK PINK	73586836	MED PINK	SPORTS BAGS	No Value	NEW

Search

Backpacks
Bag Accessories
Duffels
Lunch Totes
No Value
Sackpacks
Sportbag Sets

K-Link by KOHL'S

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Entering Copy Attribution

After a Specific Product is chosen, attribution for the styles can be completed. There are four different ways to attribute a style.

Attribution, Four Ways

Single Style Edit
Enter attributes one style at a time by clicking the vendor style number.

Mass Update
Enter information once for all common attributes across styles. Click only the styles you want, or click the checkbox by Vendor Style to select all, then click "Mass Update".

Grid Edit View
Enter all attribution for all styles within the merchant group by clicking the "Attribute Grid View" button.

Export to Excel
Click "Export Attributes" to export an Excel attribution sheet. This button can be found on the style list screen or it can be accessed in Attribute Grid View. Fill out the attributes, save the sheet, then click "Import Attributes" to import the attributes back into K-Link.

	VENDOR STYLE ▲	DESCRIPTION ▲	KOHLS STYLE ID ▲	COLOR	PDP CATEGORY	SPECIFIC PRODUCT ▲	STATUS ▲
☑	F2134	Blanket	46140148	2 Colors Available...	Infant/Toddler Basics & Accessories	Baby Blankets	IN PROGRESS
☐	F2135	Baby Blanket	46140145	2 Colors Available...	Infant/Toddler Basics & Accessories	Baby Blankets	IN PROGRESS
☐	F2136	Blanket	46140155	Grey	Infant/Toddler Basics & Accessories	Baby Blankets	IN PROGRESS
	F2137	Blanket	46140147	Grey	Infant/Toddler Basics & Accessories	Baby Blankets	IN PROGRESS

DEPARTMENT 73 - INF&TOD BASICS&ACCES | VENDOR BABYSWEDE LLC | BRAND BABY BJORN | GROUP DESCRIPTION BABYSWEDE LLC_73_Buy34567 | ATTRIBUTE DUE 06-28-18 | IMAGES DUE 06-28-18 | COUNTS CC: 30 | SKUs: 36

Attributes | Images and Samples

Mass Update | Attribute Grid View

Import Attributes | Export Attributes

Submit

Copy Attribution: Single Style Edit

Clicking on the vendor style number on your style list screen allows you to fill in all attribution for a single vendor style.

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns.

All attribution is required.

Please choose or write "No Value" for any attribute that does not apply to your product.

Click "Save" at the top right to save your work. A message will appear noting that the work entered was saved.

Once attribution has been filled out, click the "Finish" button at the top of the screen. If you missed an attribute, a red box will appear around the missed attribute(s).

K·Link by KOHL'S

REPORTS PRODUCT RESOURCES

Add Attributes for Vendor Style F2135

Save   FINISH

DEPARTMENT 73 | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | STYLE #: F2135 | DESCRIPTION: BABY BLANK...

STYLE HIERARCHY

| Class | 10 - BEDDING |
| Subclass | 14 - BLANKETS |

SETUP INFORMATION

Vendor Style	F2135
Vendor	BABYSWEDE LLC
Brand	BABY BJORN

What's Included?

Please enter a value

Pro Tip:
Utilize typeahead functionality for dropdown and multi-select dropdown fields.

K·Link by KOHL'S

Copy Attribution: Mass Edit

Selecting the "Mass Update" button allows you to mass update common attributes across styles.

▷ Only attributes that are the same across the selected styles will appear on this page.

▷ Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns. If an attribute doesn't apply to your product, select or type in "No Value".

▷ Some or all attribution can be filled in during Mass Update. Click "Save", then the "X" to return to the style screen.

▷ If you choose to fill out all attributes, click the "Finish" button at the top of the screen when you're done. If you missed an attribute, a red box will appear around the missed attribute(s).

Add Attributes

DEPARTMENT 73 | VENDOR: BABYSWEDE LLC | BRAND: BABY BJORN | STYLE: MULTI

SAVE   FINISH

Style Attributes

SETUP INFORMATION

Vendor	BABYSWEDE LLC
Brand	BABY BJORN
SKU Strategy	Unique
Recommended Title/Title Description	
Model/Style Number	

Please correct the fields marked in red   ✕

⚠

Please enter the value

Copy Attribution: Grid Edit View

Selecting the "Attribute Grid View" button on the style list screen lets you fill out all attribution for all styles within the merchant group. Once complete, the status changes to "Ready to Submit".

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns. If an attribute doesn't apply to your product, select or type in "No Value".

Some or all attribution can be filled in during Grid Edit View. All attributes will be required before submitting to Kohl's.

To update multiple styles in Grid Edit at once, click the style lines that need updating or click the checkbox next to Vendor Style to select all. The lines chosen will highlight in pink. Any update made to one line will populate on all lines selected.

	VENDOR STYLE	DESCRIPTION	VENDOR STYLE
☑	Test 1 ▾	Test 1	Test 1
☑	Test 2 ▾	Test 2	Test 2
☑	Test 3 ▾	Test 3	Test 3

Copy Attribution: Grid Edit View Cont'd

Once attribution has been filled out, click the "Save" button at the bottom of the screen. This will save your work. Click on the Merchant Group Name at the top left, or the "X" in the top right, to return to your style list screen.

If you decide you'd rather export the information on this page to Excel, you can click the "Export Attributes" button from this page. Follow the steps on the next two pages, then click "Import Attributes" to pull the information back into K-Link.

Copy Attribution: Export to Excel

Selecting the "Export Attributes" button on the style list screen or in Grid View exports a Vendor Style Attribute spreadsheet. An xlsm file will be downloaded to your computer.

Complete attribution in the yellow highlighted fields. Fields in gray are locked and cannot be updated.

If you filled out attribution in Single Style Edit, Mass Update or Grid View Edit, and then export to Excel, the values will appear in the exported spreadsheet.

Attribution fields are either freeform text boxes, dropdowns or multi-select dropdowns.

Please choose or write "No Value" for any attribute that does not apply to your product.

Once attribution has been filled out, save the document to load back into K-Link.

Copy Attribution: Export to Excel Cont'd

Selecting the "Import Attributes" button on the style list screen opens a window to select the completed Vendor Style Attribute file. Browse your computer for the sheet you want to upload, then select "Open".

A pop up window will appear and a warning message will display. Click "Continue" to import the attributes from the xlsm sheet.

After the xlsm sheet is loaded, a success message will appear. Click "Continue" to exit the screen.

The Grid Edit View screen will appear. Review and make any updates to attributes here.

If the xlsm sheet selected is not filled out completely, a warning message will appear notifying you of how many attributes are still missing. A red box will appear around the missed attribute(s). You do not need to fill out all attribution to import the spreadsheet back into K-Link.

Desktop ▶

Search Desktop

Organize ▼   New folder

Name	Size	Item type	D
Workload Management.docx	14 KB	Microsoft Word D...	1(
VendorStyleAttribute.xlsm	144 KB	Microsoft Excel M...	3,

File name: VendorStyleAttribute.xlsm   All Files

Open   Cancel

Overwrite Style Attributes!

After upload, existing attributes on vendor portal will be **overwritten**. Do you want to continue ?

Cancel   CONTINUE

100% ✓

Success! Please continue to review your updates

Continue

Copy Attribution: Export to Excel Cont'd

A warning message will appear if there was an issue with the import. No attributes will be imported if an error message appears.

Import issues would occur if the Excel sheet imported is the wrong file type, or if the sheet imported does not match the sheet exported from K-Link.

A pop up window will appear and a warning message will display. Click "Dismiss" to return to the previous page.

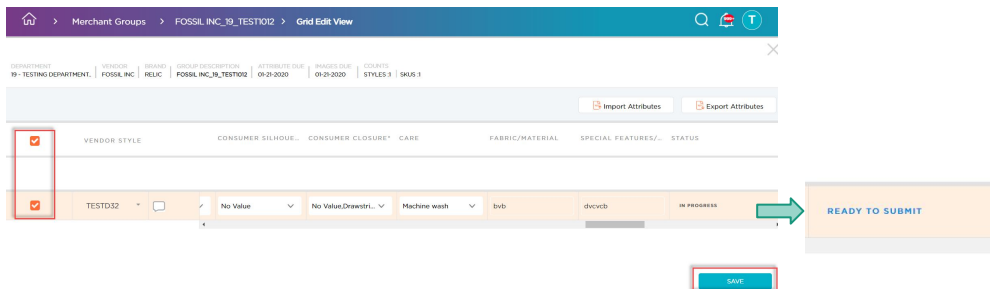Review the xslm sheet being uploaded, and reload from the Merchant Group Page or Grid Edit View page.

To prevent errors upon import, only import the Vendor Style Attribute sheet that was exported out of the merchant group in K-Link. The sheet should also be loaded back into K-Link on the same day as it was downloaded.
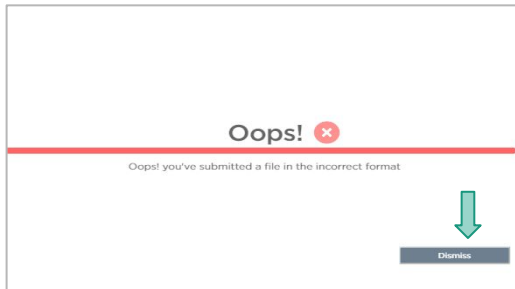
After the file is loaded into K-Link, you will be routed to Grid View, where you can review styles.

Select all completed styles and hit SAVE. This will change the status to Ready to Submit if all required attributes are filled out.

Copy Attribution: Sustainability Attributes

There are four attribute groups for Kohl's Sustainability Initiative, each with its own matching icon. (Sustainably Sourced, Cleaner Solutions, Organic, Water Conscious)

You will provide this information as part of the standard vendor style attribution process in K-Link.

For each attribute group, Kohl's requires a third-party certification and substantiating information on what makes the product sustainable.

When all of this information is provided, your products will include an icon matching the applicable attribute group on the Product Detail Page.
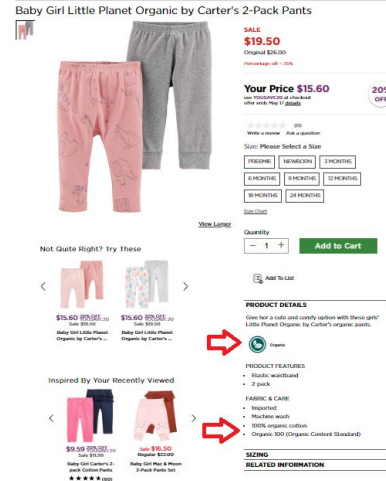
Copy Attribution: Sustainability Definitions & Certifications

Sustainably Sourced
Produced by using responsible methods and materials

Attribute: "Contains recycled cotton"

Mandatory Certifications:
All supply chain actors must be certified. Global Recycle Standard (GRS) is preferred, but Recycled Claim Standard (RCS) is acceptable.

Minimum Content:
For a garment to be labeled or marketed as using recycled cotton, the garment must have 5% or more cotton content (excluding trims & accessories).

Attribute: "Supports more sustainable cotton farming"

Mandatory Certifications:
Refers to BCI (Better Cotton Initiative). Vendor must confirm they have the BCI credits needed.

Attribute: "Contains recycled polyester"

Mandatory Certifications:
All supply chain actors must be certified. Global Recycle Standard (GRS) is preferred, but Recycled Claim Standard (RCS) is acceptable.

If using Repreve, vendor is responsible for managing the certification.

Minimum Content:
For a garment to be labeled or marketed as using recycled polyester the garment must have 20% or more recycled poly content (excluding trims & accessories).

If the polyester portion of the garment is lower than 20%, 100% of the polyester must be recycled.

K-Link by **KOHL'S**

Copy Attribution: Sustainability Definitions & Certifications

Cleaner Solutions

Produced free of harmful chemicals using clean, non-toxic materials

Attribute: "STANDARD 100 by OEKO-TEX®"

Mandatory Certifications:
Product must be STANDARD 100 certified.

Attribute: "MADE IN GREEN by OEKO-TEX®"

Mandatory Certifications:
Product must be MADE IN GREEN certified.

Copy Attribution: Sustainability Definitions & Certifications

Organic
Produced with organic methods and materials

Attribute: "Organic cotton"

Mandatory Certifications:
Organic cotton certification tracks identity and use of organic cotton through a series of certificates:

Farm certificate – ensures cotton produced meets organic farming standards
Scope certificate – ensures company/ supply chain actor is qualified to produce organic cotton
Transaction certificate – tracks organic cotton passed from one actor to another

Minimum Content:
95%+ organic content - GOTS certification

Attribute: "Contains organically grown cotton"

Mandatory Certifications:
Organic cotton certification tracks identity and use of organic cotton through a series of certificates:

Farm certificate – ensures cotton produced meets organic farming standards
Scope certificate – ensures company/ supply chain actor is qualified to produce organic cotton
Transaction certificate – tracks organic cotton passed from one actor to another

Minimum Content:
Less than 95% organic content – OCS certification

K-Link by KOHL'S

Copy Attribution: Sustainability Definitions & Certifications

Water Conscious
Produced using less water

Attribute: "Water-saving process"

Mandatory Certifications:
EIM Score or equivalent

Requirements:
Must be produced using ≤35L of water

Submitting Attribution to Kohl's

Once all attribution has been completed for the styles, the status will change from "In Progress" to "Ready to Submit". Select the checkboxes next to the styles, then click "Submit".

If a style is still in "In Progress" status, you will not be able to submit that style to Kohl's. Please make sure all styles are in "Ready to Submit" before submitting to Kohl's.

If you'd like to leave a comment for Kohl's, you can do so by hovering between the status column and the attribution icon. A comment box will appear. Click on the comment box to leave a comment prior to submitting the styles.

Once submitted, Kohl's will review the attribution. If any attributes are rejected, the merchant group will be sent back to your queue and you will receive an email from the system to notify you of the rejection.

Merchant Group Page Status

Once styles have been successfully submitted, the status on the Merchant Group page will change to "Submitted".

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Rejected Attribution

Kohl's may reject attribution if it appears incorrect. You'll be notified of the rejected merchant group, and will have the opportunity to correct the attribution & re-submit to Kohl's.

From the style screen, click on the orange comment to the right of the status to see notes from the Kohl's team. Rejected attributes will be highlighted in red.

Use Single Style Edit, Mass Update, Grid Edit View or export to Excel to make changes to the attribute(s).

Once attribution has been updated, the status will change to "Ready to Submit" and you will be able to submit attribution back to Kohl's. Once submitted, the status will change to "Submitted".

Merchant Group Page Status

IN PROGRESS — If not all styles are rejected, the Merchant Group page will display the group as "In Progress".

REJECTED — If all styles are rejected, the Merchant Group page will display the group as "Rejected".

Packaging Capabilities

Packaging Capabilities: Style Attribution

Select packaging capability after completing copy attribution. As with copy attribution, there are four different ways to attribute a style for packing information.

All packaging capabilities that have been set up for the vendor/department/subclass will display.

Preset data collected from the vendor profile page will populate for all the capabilities. You are able to override any default values that are displayed.

Mass Update
Click the checkbox by Vendor Style to update packaging information that applies to all.

Grid Edit View
Scroll to the far right to view and complete packaging attributes. Click the style lines that need updating or click the checkbox next to Vendor Style to select all. Any update made to one line will populate on all lines selected.

Export to Excel
Packaging attributes can be found to the right of the Specific Product Type column.

PACKAGING Show attributes ⌄

Store channel Learn More

Prepack
Fixture in a Box® 2 or more style/colors in the same pack with 1 to many sizes

Prepack Options — 5

Max Qty of total pack — 50

Qty of inner prepacks — 10

Multi - Multi
Fixture in a Box® 2 or more style/colors in the same pack with 1 to many sizes

Compound Prepack
Multiple prepack options for the same SKUs style/color/size on a single PO

Max Qty of prepack versions per PO — 50

Pack by Store
Multiple SKUs style/color/size packed an marked in acarton for a specific store

Ecom Channel (Bulk) Learn More
24 SKU - All Same style/color/size: Individually packed units

Outerpack Min Qty

Outerpack Max Qty

Single Style Edit
From the Add Attributes for Vendor Style page, click to expand the Packaging section.

Click ''Learn More" to open a modal that details the various pack types.

Toggle off any capability that is not applicable to the style.

Packaging Capabilities: SKU Attribution

Select packaging capabilities at a SKU level for ECom Channel (Bulk/Bulk Case) and Consumer Dimensions.

Update a single SKU or mass update packaging for all SKUs selected.

Values less than or equal to 0 will not be accepted.

All ECom Channel (Bulk/Bulk Case) information entered at the style level will be cascaded to the individual SKUs. If you go back to the style level and change the packaging information, it will override the SKU level data.

Add Attributes for Vendor Style BA6041

DEPARTMENT: 175 | VENDOR: NIKE USA INC | BRAND: NIKE | STYLE #: BA6041 | DESCRIPTION: NIKE BRASILI...

Style (1)   SKUs (2)

STYLE HIERARCHY

Class

Subclass

						CONSUMER PACKAGE DIMENSIONS					PACKAGING FOR ECOM CHANNEL (BULK/BULK CASE)	
☑ SKU NUMBER	WEIGHT	WEIGHT UOM	HEIGHT	WIDTH	DEPTH	H/W/D UOM	VOLUME	VOLUME UOM	ACCURACY LEVEL	OUTERPACK MIN QTY	OUTERPACK MAX QTY
☑ 39504473		LBS				Inches		Cubic Inches			
☑ 39504472		LBS				Inches		Cubic Inches			

Style (1)   SKUs (2)

Mass update   Filter ⌄

CONSUMER PACKAGE DIMENSIONS

WEIGHT	WEIGHT UOM	HEIGHT	WIDTH	DEPTH	H/W/D UOM	VOLUME	VOLUME UOM	ACCURACY LEVEL
	LBS				Inches		Cubic Inches	

PACKAGING

Ecom Channel (Bulk)   Learn More
2 SKU - All Same style/color/size: Individually packed units

Outerpack Min Qty

Outerpack Max Qty

Click "Finish" when completed.

Kohl's Tip:
Use the Logistics link under Resources in the top navigation to view the Guidelines for Consumer Package Dimensions document, which provides support on how to measure appropriately.

K-Link by KOHL'S

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Image Upload/Samples Sent

Photo Resources

Sample Indicator in K-Link

If you send samples to Kohl's for the product page, you can continue to do so with K-Link by toggling on the Samples Sent indicator.

IMPORTANT!

The toggle is only to be used for samples that need to be shot at our studio for Kohls.com product pages (ecomm imagery). Please do not use this toggle to indicate that you're sending ad samples. We are not tracking ad samples in K-Link at this time.

Style Level Samples

If you are sending samples for all colors for one style, click the "All style's sample sent" toggle to orange. Leave a comment at the style line to indicate the tracking number and date you are sending the sample to Kohl's.

Customer Choice Level Samples

If you are sending certain colors for a particular style, select the "Samples Sent" toggle next to the color that you'll be sending. Leave a comment at the color line to indicate the tracking number and date you are sending the sample to Kohl's.

Image Upload: Naming Convention

Follow the below naming conventions to upload images to K-Link.

Uploading Images

UPLOADING 10 IMAGES

+

BABYSWEDE LLC_73_F2136_Grey.tif

F2136
Blanket
CCc: 1 | Images : 1 | Due: 06-28-18

All style's samples sent

Add Image

CC #: 9790874
Vendor Color: Grey
NRF Color: 020-GREY
Images: 1 | Due: 06-28-18

Samples sent

Add Image

Style with One Color
Simply name your image by the vendor style number. If you have multiple images for a style, put an underscore after the style number, then add "main", "alt", "side", "back", etc. to describe the image. **Ex. 1234_alt.jpg**

The system will automatically add the vendor name & department number to the vendor style number, and the image will auto-feed to the color line if there is only one color for that style.

Style with Multiple Colors
Images need to display at a color line to submit to Kohl's. To place images automatically at the color line, name images as vendor style number_vendor color. You can add more underscores with "alt", "side", "back", etc. to further describe the image.
**Ex. 1234_White_back view.jpg**

F2134
Blanket
CCc: 2 | Images : 3 | Due: 06-28-18

All style's samples sent

Add Image

CC #: 9790873
Vendor Color: Grey
NRF Color: 020-GREY
Images: 2 | Due: 06-28-18

Samples sent

Add Image

CC #: 9790909
Vendor Color: OXFORD
NRF Color: 002-OXFORD
Images: 1 | Due: 06-28-18

Samples sent

Add Image

BABYSWEDE LLC_73_F2134_Grey_ALT.tif

BABYSWEDE LLC_73_F2134_Grey.tif

BABYSWEDE LLC_73_F2134_Oxford.tif

K-Link by KOHL'S

Uploading Images

Clicking on the "edit" button for the image line on your merchant group page takes you to the image upload screen. All styles living within this merchant group appear on this page.

Mass Upload
Click the orange "+" button to upload images for multiple styles in your group. There is no limit to the number of images you can upload. If you have multiple colors per style, name images by vendor style_vendor color so the system will automatically assign the image to the appropriate color choice.

Single Style & CC Upload
Clicking on the "Add Image" placeholder next to a style or customer choice allows you to upload images for that style or color. If you upload at a style level, and your style has multiple colors, you'll either need to add the vendor color to the image name, or manually move the images to the CC line.

Kohl's Tip:
Click the orange "+" button to view the Image Specifications link, which includes naming convention, size requirements and more!

Uploading Images Cont'd

Click the image place holder or the orange "+" button to upload one or multiple images for one or more styles in the merchant group.

The system will check the image name and file specifications. If the image doesn't meet the requirements, an error message will appear. Verify the image and try again.

When successfully uploaded, a green checkmark will appear. You now have the option to click "Done" or select the orange "+" button to add more images.

For styles with multiple colors, the thumbnails will appear next to the color choice if the image name has the vendor color.

For styles with one color, the thumbnail will automatically route to the color choice under that style.

Browse your computer for the image(s) you want to upload, then select "Open".

Upload JPEG or TIFF Images

BROWSE

Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 DPI)

Upload Images

UPLOADING 4 IMAGES

BABYSWEDE LLC_73_CV456_White Gray.tif
The file name on this image does NOT match a Vendor Style in this Merchant Group

BABYSWEDE LLC_73_F2134_Grey.tif

BABYSWEDE LLC_73_F2134_Oxford.tif

All style's samples sent

F2134
Blanket
CCc: 2 | Images : 2 | Due: 06-28-18

Add Image

Cancel   Done

Samples sent

CC #: 9790873
Vendor Color: Grey
NRF Color: 020-GREY
Images : 1 | Due: 06-28-18

Add Image

Samples sent

CC #: 9790909
Vendor Color: OXFORD
NRF Color: 002-OXFORD
Images: 1 | Due: 06-28-18

Add Image

K-Link by KOHL'S

Uploading Images Cont'd

For styles with multiple colors, a due date will populate below the NRF Color name if the customer choice is new.

No due date will populate for existing customer choices.

You do not need to upload images for existing customer choices unless additional images are needed beyond what was previously uploaded.

Click on the thumbnail to open a modal for a larger preview of the uploaded image.

Samples sent

Customer Choice #: 15696938
Vendor Color: FAL FLOR
NRF Color: 005-OXFORD

Due: 10-28-18

Customer Choice #: 16027950
Vendor Color: LEMON
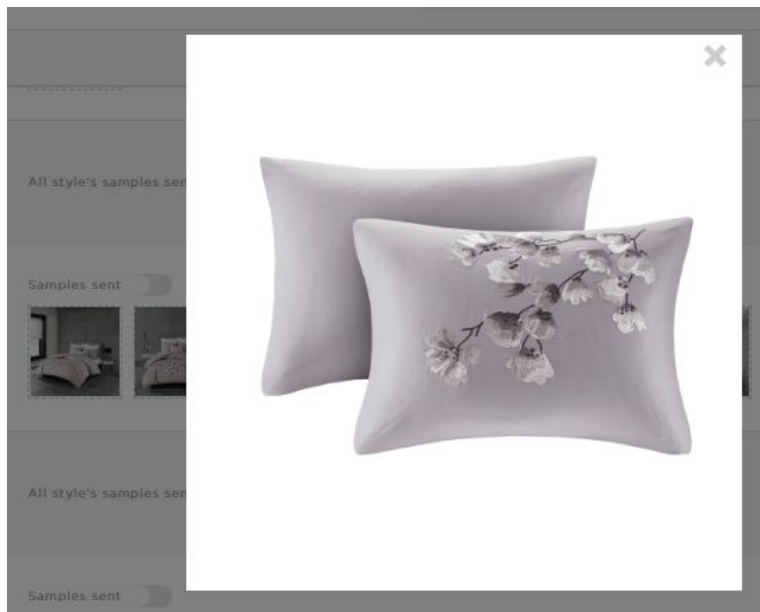NRF Color: 007-LEMON

Due:

All style's samples se

Samples sent

All style's samples se

Samples sent

K-Link
by KOHL'S

Image Upload: Moving Images

If images with multiple colors were uploaded without the vendor color in the filename, they will populate at a style level and will need to be moved manually to the corresponding customer choice.

Hover over the images sitting at a style level. Click on the orange checkbox in the top left corner of the image(s) to select.

If there are multiple images for a color, you can select all images at one time.

Click the orange arrow next to the color choice box to move the selected image(s) to that color.

All colors must be moved to their color choices before submission, or an error message will appear and images will not be submitted.

Submitting Images to Kohl's

Once images for all styles in the merchant group have been correctly uploaded and assigned to their color choice, click the "Submit" button to send the images to Kohl's.

An image count displays the number of images that have been uploaded for that style or CC.

Due dates appear at the style & CC level. If colors have different delivery dates, they can be submitted at different times but must be submitted prior to the due date.

If you sent samples for ecomm, make sure the sample toggle is activated before clicking "Submit".

If you want to leave a comment, click the comment bubble at the end of a style or CC line prior to submitting to Kohl's.

After you click "Submit", a confirmation box will appear. Once you click "OK", the images will flow to Kohl's, and the status will change to "Submitted" on both the style screen and the merchant group screen.

Rejected Images

Kohl's may reject images if they don't meet requirements. You'll be notified of the rejected style & will have the opportunity to correct & re-submit images to Kohl's.

Images with a red border and bell are rejected.

Hover over rejected images to see the rejection note left by the Kohl's team.

Delete or reload rejected images. All CC's that had a rejected image should be reloaded unless it was noted as not needed by the Kohl's team.

Loading an image with the same name as the rejected image will replace the rejected image.

Click on the orange comment to the right of the status to see any additional notes from the Kohl's team.

Merchant Group Page Status

REJECTED   If one or all images are rejected, the Merchant Group page will display the group as "Rejected".

Reloading Images

If an image is rejected and is needed by Kohl's, a new image will need to be loaded and submitted back to Kohl's.

Click on the Mass, Style, or CC upload options to reload the rejected image(s).

Reloaded images should be updated per the Kohl's feedback. The same image that was rejected should not be reloaded.

When images are reloaded to a style, the style status will change from "Rejected" to "In Progress".

After all images are reloaded to their correct CC, click "Submit" to submit the new images to Kohl's. The Merchant Group status will change to "Submitted".

Asset Maintenance

Asset Maintenance

To add images for styles created prior to K-Link, videos or any product page or upload images for Marketing, click on the Product link in the top navigation, then click on Asset Maintenance.

PRODUCTS   REPORTS   RESOURCES

Product
Merchant Groups
Styles
Asset Maintenance

Asset Maintenance

Which Type of Asset to Load

- Kohls.com Image
  - Image additions or updates for legacy styles that are live on kohls.com
    - All Legacy styles were created prior to K-Link and do not belong to a Merchant Group
    - For styles that belong to a Merchant Group, please upload images through the corresponding group
- Video
  - Product videos intended for use on kohls.com product pages
- **STOP** Marketing Image
  - **Please do not use this workflow as images are not routed to Kohl's**
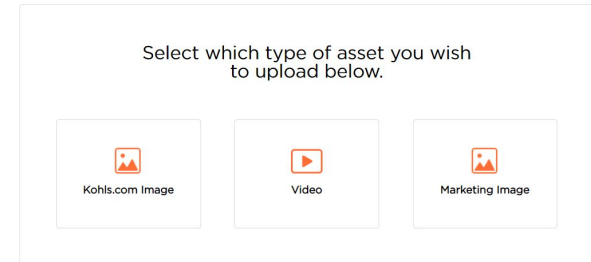
Select which type of asset you wish to upload below.

Kohls.com Image   Video   Marketing Image

K-Link by KOHL'S

Kohls.com Image

Image additions or updates for legacy styles that are live on kohls.com

Select which type of asset you wish to upload below.

Kohls.com Image

Video

Marketing Image

Select the Kohls.com Image Icon on the Landing Page

To Load an Image you will need department number, Vendor Name & Vendor Style Number(s)

Load multiple style numbers at once for same department/vendor combo

Separate each style number with a comma
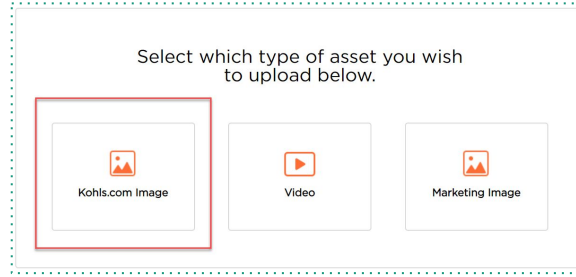
Asset Maintenance

Asset Maintenance is for styles that were created prior to K-Link and do not belong to a merchant group. For styles belonging to a group, please upload images through the corresponding merchant group page under the Product tab.

Enter criteria below then click Next

Department

11-SOLID SHEETS

Vendor

LI & FUNG (TRADING) LIMITED

Vendor Style Number(s)

BO-GTR-CK, BO-GTR-F, BO-GTR-K

NEXT

Kohls.com Image Continued

The system will automatically validate the style number

You will receive this error message if the style number is inaccurate, or does not match the department number provided. To resolve, enter an accurate style number for the department/vendor combo.

Enter criteria below then click Next

Department	Vendor	Vendor Style Number(s)
11-SOLID SHEETS ⌄	LI & FUNG (TRADING) LIMITED ⌄	BO-BST-TF

The following Vendor Style Numbers are invalid for the Department/Vendor Association selected: BO-BST-TF

You will receive this error message if the style number is inaccurate, or does not match the department number provided. To resolve, enter an accurate style number for the department/vendor combo.

Vendor Style Images

Department: 11 - SOLID SHEETS | Vendor: LI & FUNG (TRADING) LIMITED

	VENDOR STYLE	IMAGES	CP ID How to find CP ID
☐ ⌄	01BOSECSSYPCK BO 275TC BCI EASY CARE SHEET SET: YUNUS CCs: 4 | Images: 0	Add Image	This Style Is Already Present In This MG LI & FUNG (TRADING) LIMITED_11_YUNUS_BIG ONE 275TC

Kohls.com Image Continued

- To add your images, select the pink + on the right
- All images will need to meet Kohl's standard image requirements
- Image files must use the following naming conventions:
  - Single color examples:
    - Style123.jpg
    - Style123_ALT.tif
    - Style123_ALT2.jpg
    - Style123_ALT3.tif
- Images must use the sRGB or Adobe RGB color space.

Loading Images Continued

- Once images are loaded, they will automatically flow to the style number

- If you only have one color per style, the image will automatically flow to the customer choice level

- If you have multiple colors per style and add the color to the file name (style1234_blue), the image will flow down to the correct customer choice level

- If loading an image to a style with multiple colors that do not have the color in the file name, images will need to manually be moved down to the correct customer choice

Adding CP's and Submitting to Kohls

All styles must have a CP prior to submitting back to Kohl's. A CP is a number unique to your product page, built into the URL and connects to Kohl's systems. If you do not know how to find your CP, follow the steps below to obtain.

1. Go to Kohls.com, then use the search bar to look up your product.
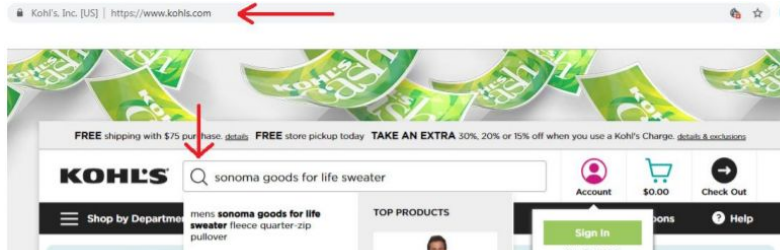
2. Once you locate your product, click on the product to get to the product page.
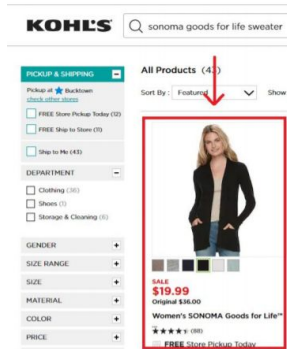
3. In the URL, the number directly after "www.kohls.com/product/prd-" will be your CP ID. EXAMPLE - CP ID is 3243768

4. If your product is a collection of products, you will see a lowercase "c" before the string of numbers. EXAMPLE - Collection ID is c135968
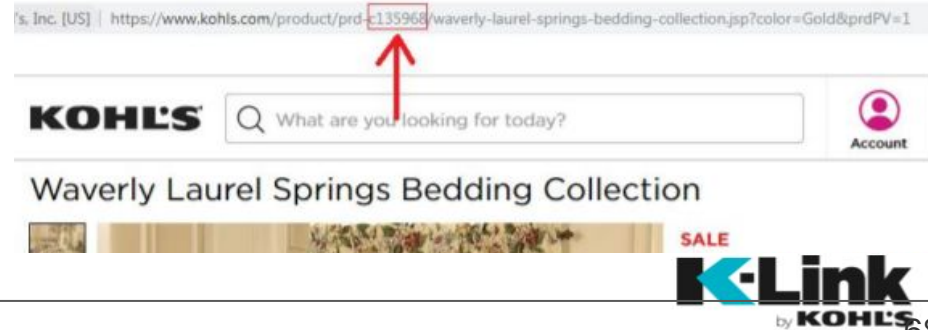
Adding CP's and Submitting to Kohls

- Enter the located CP or Collection ID in the blank field to the right of the image

- If the same image needs to be updated for multiple product pages, you will need to obtain a CP for each product page you want this image to flow to

- If you are unable to find your product(s) online, please work with the merchant buying team to obtain CP ID(s)/Collection ID(s)

- Steps on how to find a CP are also located in K-Link, to the left of the pink +

- After images are loaded and CP's are added, you can hit Submit. If all CP's are validated, you will get an Upload Successful message

Troubleshooting Image Issues

▷ If images do not meet Kohl's requirements you will get an error message:

Upload Images   UPLOADING 1 IMAGES ⊕

🖼 LI & FUNG (TRADING) LIMITED_11_download_1578436520144.jpg   ⚠
Dimension did not meet the specification

[Cancel] [**Done**]

▷ If the image does not have the correct naming convention, you will get the below error message:

Upload Images   UPLOADING 1 IMAGES ⊕

🖼 LI & FUNG (TRADING) LIMITED_11_BO-GTR-CKS_1578436185315.jpg   ⚠
The file name on this image does NOT match a Vendor Style Number on the provided list

[Cancel] [**Done**]

Kohls.com Image Continued

Browse your computer & select one or multiple images to upload. You may upload multiple images together for different styles. Click "Open".

Asset Maintenance

Upload Images   UPLOADING 3 IMAGES   ×

4493L9964.jpg   ✓

Test907_Gray.jpg   ⚠
Style exists in 5TH AND OCEAN_17_SEPTEMBER 26 VENDOR WEBINAR. Click to upload.

67jp13.tif   ⚠
Invalid Style ID. Please update and re-upload.

CANCEL   DONE

Upload JPEG, or TIFF Images

BROWSE

Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 PPI)

Asset Maintenance is for styles that were created prior to K-Link and do not belong to a merchant group. For styles belonging to a group, please upload images through the corresponding merchant group page under the Product tab.

Image files must use the following naming conventions:

Single color examples: Multiple color examples:
Style123.jpg   Style123_Blue.tif
Style123_ALT.tif   Style123_Blue_ALT.jpg
Style123_ALT2.jpg   Style123_Green.tif
Style123_ALT3.tif   Style123_Green_ALT2.jpg

Images must use the sRGB or Adobe RGB color space.

A green checkmark will display when uploaded successfully.

A link will appear if a style exists in a merchant group. When clicked, the link opens a new browser tab with the respective merchant group's style list page where you can upload images.

If the style doesn't exist in our system, a red error message will display.

Click "Done" once you've finished uploading images. After uploading images, you're able to change the department-vendor combination and upload additional images in the same session.

CANCEL   DONE

K-Link by KOHL'S

Video

Product videos intended for use on kohls.com product pages

1. Select the Video Icon on the Landing Page
   a. To Load a Video you will need:
      i. Department Number
      ii. Vendor Name
      iii. CP ID(s)
   b. Load multiple CP ID's at once for same department/vendor combo
   c. Separate each CP ID with a comma
   d. Click on "How to Find CP ID" if you have questions on how to get this information
   e. Click Next to upload video

Select which type of asset you wish to upload below.

Kohls.com Image | Video | Marketing Image
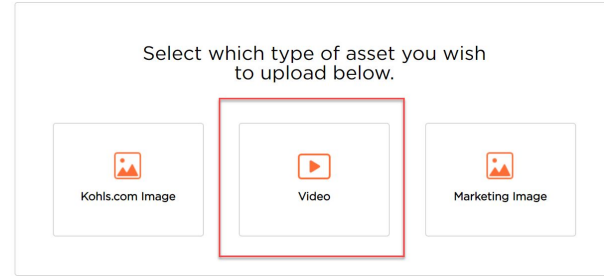
Kohls.com Video Upload

Make selections for upload and click next to select the video to be uploaded.

Department
Select

Vendor
Select

CP ID(s)   How to find CP ID
Enter

NEXT

Video Load

Upload the video from your computer

Video file names do not need to match a style number

All videos must meet Kohl's size requirements

Once the video is selected hit "done" to upload

If the video meets the size requirements, you will get a message with a green check mark

Hit "done" to submit to Kohl's

You will get an Upload Successful message, indicating Kohl's has received the video
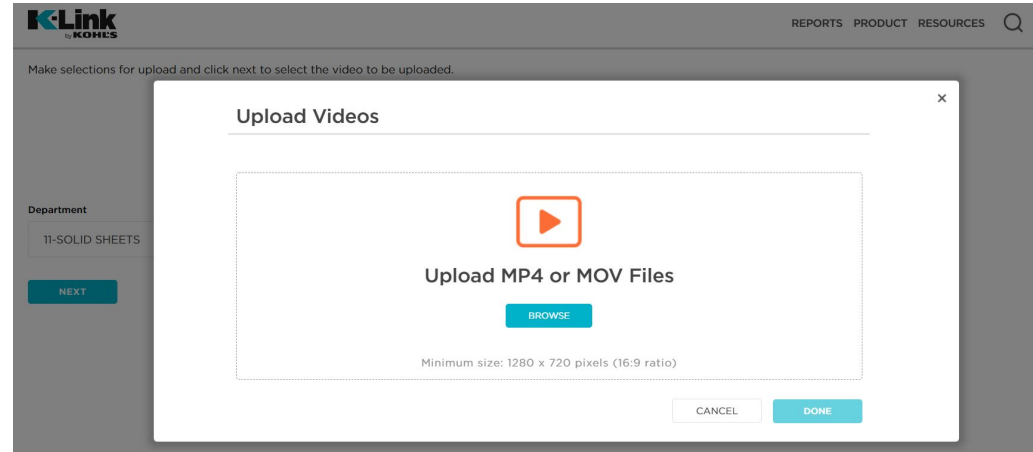
Marking Images

There is now a place for **Marketing Images** to be submitted in K-Link. This new functionality will be rolled out over time. Your Merchant and Marketing partners will be reaching out to each vendor over time to start leveraging that capability.
Please do not use this functionality until you have been given clearance by Merchants or Marketing Teams

Product Images or Lifestyle Images intended for use in all other Kohl's Marketing channels. Load Logos, Illustrations & PDFs. Any images for Kohls.com should be added in via Merchant Group or Ad Hoc (Kohls.com Image) method

Select the Marketing Image Icon on the Landing Page

There are two Categories of Marketing Images to Load:

- **Lifestyle**: Any environment shot intended for marketing
- **Product**: Any other imagery, logos or PDF intended for marketing
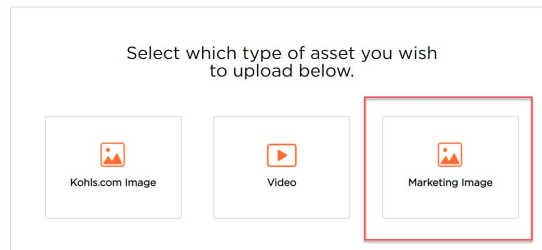
Select which type of asset you wish to upload below.

| Kohls.com Image | Video | Marketing Image |

Asset Maintenance

Marketing Image Upload

Make selections for upload and click next to select the image to be uploaded.

Category	Vendor	Brand	Season
● Lifestyle	Select	Select	Select
○ Product			

Marketing Lifestyle Images

- Used to load lifestyle imagery for marketing or other areas outside of Kohls.com
- Select "Lifestyle" as the category
- Fill in Vendor, Brand and Season the image should be used for. Then hit Next
- Screen will appear to load images. Please note image size requirements and file types (JPEG, TIFF, PDF, etc)
- Additional size/image requirements can be found under the resource section of K-Link
- If image meets the minimum size requirement, you will get an upload successful message

Asset Maintenance

Marketing Image Upload

Make selections for upload and click next to select the image to be uploaded.

Category
- ● Lifestyle
- ○ Product

Vendor	Brand	Season
Select	Select	Select

NEXT

Upload Images

Upload JPEG, or TIFF, PSD, AI, EPS or PDF

BROWSE

Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 PPI)

CANCEL   DONE

K-Link by KOHL'S

Marketing Product Images

Used to load any other image or file for use outside of Kohls.com

- Used to load any other image or file for use outside of Kohls.com
- Select "Product" as the category
- Fill in the below information for the image. Then hit Next
  - Department
  - Vendor
  - Vender Style(s)
    - Can add multiple, separated by commas
  - Brand
  - Season
- Screen will appear to load images. Please note image size requirements and file endings
- Additional size/image requirements can be found under the resource section of K-Link
- If image meets the minimum size requirement, you will get an upload successful message

Asset Maintenance

Marketing Image Upload

Make selections for upload and click next to select the image to be uploaded.

Category

○ Lifestyle

● Product

Department
Select

Vendor
Select

Vendor Style(s)
Multiple styles must be separated by commas

Brand
Select

Season
Select

NEXT

Upload Images

Upload JPEG, or TIFF, PSD, AI, EPS or PDF

BROWSE

Minimum size: 1500 x 1500 pixels (5"x 5" @ 300 PPI)

CANCEL   DONE

K-Link Global Search

Maintenance: Global Search Tool

To search for specific Vendor Styles, SKUs and more, click the magnifying glass next to the notification bell. You can search for products under the Products tab.

▶ Search by any field to perform maintenance tasks outside of a merchant group.

▶ Click the "Search" button to conduct the search. Click "Clear All" to clear all data entered into the fields.

▶ Click the "x" in the top right corner to exit the Global Search tool.

K·Link by KOHL'S

REPORTS   PRODUCT   RESOURCES

PRODUCTS   RESOURCES

SKU
Enter SKU

Vendor Style #
Enter Vendor Style

CP ID or Collection ID
Enter Web ID

Department
Select

Vendor
Select

Brand
Select

Class
Select

Sub-Class
Select

Merchant Group
Enter Merchant Group

Kohls Style ID
Enter Kohl's Style ID

UPC
Enter UPC

Group Code
Enter Group Code

Department (P1)
Select

Category (P2)
Select

Product (P3)
Select

View By
Vendor Style

CLEAR ALL   SEARCH

K·Link by KOHL'S

Maintenance: Search Tool Filters

SKU

Enter SKU

SKU
Free form text field. Search for multiple SKUs separated by spaces.

Vendor Style #

Enter Vendor Style

Vendor Style
Free form text field. Search for multiple styles separated by spaces. Department needs to be selected for this field to edited.

CP ID or Collection ID

Enter Web ID

CP or Collection ID
Free form text field. Search for multiple CPs or Collections separated by spaces.

Department

Select Department

Department
Choose a department from the dropdown. This dropdown will populate the vendor, brand and class dropdowns.

Vendor

Select Vendor

Vendor
Choose your vendor name from the dropdown. This will allow you to filter by brand.

Brand

Select Brand

Brand
Choose a brand from the dropdown. Your choice will be based on the department or department & vendor combination that has been selected.

Maintenance: Search Tool Filters

Class

Select Class ⌄

Class
Choose a class from the dropdown. Your choice will be based on the department, or combination of department, vendor and brand that has been selected. This populates sub-class.

Sub-Class

Select Sub-Class ⌄

Sub-Class
Choose a sub-class from the dropdown. Your choice will be based on the class that has been selected.

Merchant Group

Enter Merchant Group

Merchant Group
Free form text field. You will need to type the exact merchant group name for results.

Kohls Style ID

Enter Kohl's Style ID

Kohls Style ID
Free form text field. Search for multiple styles separated by spaces.

UPC

Enter UPC

UPC
Free form text field. Search for multiple UPCs separated by spaces.

Group Code

Enter Group Code

Group Code
Free form text field. Search for group code here. This field becomes available based on department selection.

Maintenance: Search Tool Filters

Department (P1)

Select P1 ⌄

Department (P1)
Choose a P1 from the dropdown.
This populates the P2 dropdown.

Category (P2)

Select P2 ⌄

Category (P2)
Choose a P2 from the dropdown.
This populates the P3 dropdown.

Product (P3)

Select P3 ⌄

Product (P3)
Choose a P3 from the dropdown.

View By

Vendor Style ⌄

View By
This option allows you to
choose how to view the
results. If you have a
Vendor Style # and want to
see the SKUs attached,
type in the VSN, then view
by SKU in this field.

View By

Vendor Style ⌄ (?)

Merchant Group
Vendor Style
Customer Choice
SKU
UPC
CP

Step-By-Step Guide

Log In
- Log into K-Link using your Kohl's-provided username and password.

Attribution
- Find the merchant group you need to access.
- Click the "edit" button for the attribution line of the merchant group.
- Select a Specific Product from the dropdown. This will narrow down the number of attributes shown on the following pages.
- Click "Save Changes" .
- **Single Style Edit**
  - Click on the vendor style number to enter attribution about that particular style. Fill in all attribution, then click "Save" or "Finish" at the top of the screen.
  - If you click "Finish" but haven't filled in all attributes, a red box will appear around the missed attribute(s). Fill out the highlighted attributes.
- **Mass Update**
  - Select the styles you want to mass edit, then click the "Mass Update" button. This view displays only common attributes across the selected styles.
  - Fill in as many or as few attributes that have common values.
  - Once attribution has been filled out, click the "Finish" button at the top of the screen. If you missed an attribute, a red box will appear around the missed attribute(s). You can "Save" if you've filled out everything that you wish to fill out.
- **Grid Edit View**
  - Click the "Attribute Grid View" button.
  - Fill in attribution for all styles. You can tab across each style or select multiple styles and mass update. Once all attribution is complete, hit the "Save Changes" button to return to the style list page.

- **Export/Import**
  - Click the "Export Attributes" button to export a Vendor Style Attribute spreadsheet.
  - Fill in attribution in the yellow highlighted fields and save the spreadsheet when finished. Any previously completed attribution will export into the spreadsheet and does not need to be completed again.
  - Click the "Import Attributes" button to import the Vendor Style Attribute spreadsheet back into K-Link.
  - Upload the XLSM or XSLX formatted spreadsheet
  - Click Continue to upload the sheet, and then again to review the attributes in Grid View.
  - Click "Save Changes" to return to the style list screen.
- All attribution is required. The status will not change to "Ready to Submit" until all attribution has been filled out.
- Use the uppermost checkbox to select all styles, then click "Submit" to send the styles to Kohl's.

Packaging Capabilities
- Find the merchant group you need to access.
- Click the "edit" button for the attribution line of the merchant group.
- **Style Attribution**
  - As with copy attribution, there are four different ways to attribute a style for packaging information.
  - Preset data collected from the vendor profile page will populate for all the capabilities. This data can be overwritten.
- **SKU Attribution**
  - Select packaging capabilities at a SKU level for ECom Channel (Bulk/Bulk Case) and Consumer Dimensions.
  - Changes made at the style level to ECom packaging attribution will override SKU level data.

Step-By-Step Guide

Images
- Find the merchant group you need to access.
- Click the "edit" button for the image line of the merchant group.
- If you need to view image specifications before uploading, click the Image Specifications link within the "Upload Images" button.
- Images should be named by Vendor Style. If there are multiple colors, the name should be Vendor Style_Vendor Color. If you have alternate images for a style, use the underscore color/alt naming convention listed in the Image Specifications doc.
- **Image Upload: Mass Upload**
    - Ensure images are named Vendor Style_Vendor Color
    - Click the orange "+" button at the top right corner to mass load for all styles
    - Click the "Browse" button and navigate to the saved images on your computer.
    - Select one or multiple images to upload. The style number in the image name must match the style number in K-Link.
    - Click "Open". Selected images will load in vendor portal. A green checkmark means they uploaded successfully. A red error message will alert you if images didn't load successfully.
    - If you have more images to upload, click the orange "+". If not, click "Done".
- **Image Upload: Single Style or CC Upload**
    - Click the image placeholder next to a style or CC to load images for that style or color choice
    - Click the "Browse" button and navigate to the saved images on your computer.
    - Select one or multiple images to upload. The style number in the image name must match the style number in K-Link. If you have alternate images for a style, use the underscore color/alt naming convention listed in the Image Specifications doc.
    - Click "Open". Selected images will load in vendor portal. A green checkmark means they uploaded successfully. A red error message will alert you if images didn't load successfully.
    - If you have more images to upload, click the orange "+". If not, click "Done.
    - Image thumbnails will replace the image placeholder that you clicked on to upload images at the style or CC line.

- **Moving Images**
    - If images were mass uploaded, or loaded at a style level without vendor color in the filename, they will populate at a style level and need to be moved to their customer choice.
    - Hover over the images sitting at a style level and chose the orange checkbox in the top left corner of the image(s) to select them.
    - Click the orange arrow next to the color choice box to move the selected image(s) to that color.
    - All colors must be moved to their color choices before submission.
- **Samples**
    - If you are sending samples for ecomm, select the "Samples Sent" toggle next to the style or CC number. **This is only for product page imagery. Ad samples are not being tracked in K-Link.**
- When all images are uploaded, click the "Submit Images" button to send the images or sample sent information to Kohl's.
- To add images for legacy styles created prior to K-Link, click on the Product link in the top navigation, then click on Asset Maintenance.

Rejected Attribution
- If attribution is rejected by Kohl's, the merchant group will flow back to your queue.
- Click the "edit" button for the attribution line of the merchant group.
- Read the comments for the rejected styles to understand which attributes to review. Feel free to leave comments back to Kohl's.
- Make updates to the attributes, then follow the normal submit process to send attribution to Kohl's.

Rejected Images
- If images are rejected by Kohl's, the merchant group will flow back to your queue.
- Click the "edit" button for the images line of the merchant group
- Read the comments for the rejected images to understand which images to review. Feel free to leave comments back to Kohl's.
- Delete or reload rejected images. All CC's that had a rejected image should be reloaded unless it was noted as not needed by the Kohl's team.
- Loading an image with the same name as the rejected image will replace the rejected image.
- When images are reloaded to a style, the style status will change from "Rejected" to "In Progress".
- Follow the normal submit process to send images to Kohl's.