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 Transplace and Compliance. In addition, all item set-up, 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
  - 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 and can include tracking information. All attributes and images directly feed to create the product pages that go live on Kohls.com
  - \*Important Note: POs cannot be generated until attributes have been completed by the vendor.
- Logistics Resources
  - 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
  - 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.

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**

1. Go to URL: link.kohls.com. Click "Login" in the upper right hand corner.

					LOGI
Welcom	ie				
K-Link transforms the we cloud-based tool is a on and delivering an innova	iy we work with our vende e-stop shop for vendors, a live way to do business to	or community and across allowing entry into the Ko methor	Kohl's. Our hl's ecosystem		
Contact Us →					
			101	III COM NEGO	
	i	2=	TRANSPLACE	KOHLS	
	New vendor info	Request login ID	Transplace *	Scorecards   Compliance *	

2. Click "First Time Here? Click to Register"



- 3. Complete the Registration Fields
- 4. Select Y/N "Are you from L&F vendor" (Li & Fung)
- 5. Enter Vendor ID and PO Number
  - a. Buying office will provide
  - b. 1 vendor ID required, unless user represents multiple vendors
- 6. Select Register

Register	
First name	Last name
Email	Title
Company name (Parent)	
Are you from L&F vendor?	
vendor number	PO Number
Vendor Number	PO Number
	ADD additional ID
By registering, you represent and representative of Vendor and h submit to Kohl's is accurate and described in Kohl's Purchase Orr of Engagement under which H vendors.	d warrant that you are an authorized REGISTER ereby confirm that information you d can be used by Kohl's, as further der Terms and Conditions and Terms Gohl's purchases products from its

- 7. Check your email for Okta Verify email.
  - a. Click Verification Link within 7 days of receiving the email
  - b. If you cannot find your Okta Email, please check your spam folders

Okta <noreply@okta.com> 12.23 PM (1 minute ago) 🔅</noreply@okta.com>	*	1
Kohl's Vendor - Preview - Welcome to Okta User Account Management!		
H Test.		
Knh Is using Olds to managa the Knhh LLE Vendor Petral user accounts. This means you can conveniently access the Knh's applications you normally use, through a single, secure home par Watch the stort view is beam more: they was dia contribution with a single secure home particular to a single se	10.	
Click the fellowing link to activate your Okta account. This link waynes in 7 days. https://boths-wendor.ord/accounter.com/wencome/Pro/Oktpertowick/INSRAAIFSU		
Click the fellowing link to activate your Okta account. This link express in 7 days <u>btoc.it.etris-vendor.ord/account.07/C0Xpertovid6(9554A2F51</u> Voor usemane is <u>kohlassamberendiotemail@omal.com</u> Your organization's sign-in page is <u>titles.it.order.vendor.ord.order.vendor.ord.order.</u>		
Click the fellowing link to activate your Okta account. This link express in 7 days      Lifes/Lifetifis-vendor.activate-sectorweit.com/LIVCXcetbuildBi65AAEEJ      Your usemanie is kohlisekamplexendorstmall@omal.com     Your organization's spo-in page is <u>Ethics/Lifetifis-vendor.activates.com </u> You separence difficultes accessing your account, you can send a help request to your system administrator using the link below:		

- 8. Set Up K-Link Account (set up password & security question)
- 9. Select Create My Account



• • •	n <b>A</b> -

### FINISHED You are now able to access K-Link.



### **Rewarding the Everyday**

1. Click Forget Password?

	Sign In	
Username		
Password		
	SIGN IN	
	First time here? Click to Register	

2. Enter registered email and select either "Reset via SMS" (if set up mobile number with your account) or "Reset via Email"

KC	HĽS
Reset	t Password
Email or Username	
Ĩ.	
SMS can only be used if been configured.	f a mobile phone number has
Res	et via SMS
Rese	ət via Email
Back to Sign In	Can't access email

3. Check your Email or Texts for link to reset password

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

- 4. Answer Security Question that were set up from initial registration
- 5. Enter new password

For any additional login support, please call the EOC at 262-703-1515 and open an incident ticket. The K-Link team is unable to assist in the password or security question reset process



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**

- 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.
- 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.
- 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

• 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:
  - Digital
  - EDI
  - Compliance
  - Legal
  - Logistics
  - Private and Exclusive Brands
  - 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.

FAQS
Contact Us

### **Guides & How Tos**

In this section you will find useful training guides and videos such as:

- K-Link Vendor User Guide
- Vendor Quick Reference Guides
- K-Link Attribution Definitions
- How to Find Product Web ID
- K-Link Vendor Overview Video
- K-Link Vendor Attribution Video
- K-link Vendor Image Upload Video

### FAQs

This section contains frequently asked questions that Kohl's has received regarding K-Link.

#### **Contact Us**

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

Contact Us			
CONTACT LIST			
	Ask A Question		
ASK A QUESTION	Choose A Topic		~
	test.vendor2@gtest.com		
	-		
	Enter a comment or question		
		SEND	



At least one vendor user will need admin rights. The vendor admin is responsible for reviewing users and removing any users that no longer work at the company. Vendor admin rights should be limited to users within your company who have the responsibility of managing user access to company information.

1. Request/Remove Admin Access through the "Contact Us" form

				REPORTS PRODUCT	RESOURCES	QL	•
Wel	come Te	st Vendo	r1				
RESOU	RCES		SUPPORT & TRAINING				
Digital	EDI	Global Trace Compliance	My Profile	FAQS			
Legal	Logistics	Private and Exclusive Brands	Guides & How Tos	Contact	Us		
View Al							

2. Select "Ask a Question" and go to "Ask a Question – Choose a Topic" Box

		REPORTS PRODUCT
Contact Us		
	Ask A Question Choose A Topic	~
	test.vendor1@gtest.com	
	Enter a comment or question	

3. Select "Request for vendor admin rights" in the "Ask a Question – Choose a Topic" Box

Attribution	
Content	
General K-Link Questions	
Images	
Logistics & Vendor Compliance/Supply Chain	services
Request for vendor admin rights	

4. Enter your email. In the comment field below request to have admin rights added or removed. Please include first and last name of the new admin user. Click "Send" once complete

Request for vendor admin rights	~
test.vendor1@gtest.com	
Enter a comment or question	



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

1. SELECT the Blue Circle in the Upper Right Corner of K-Link Dashboard. Select "Admin Dashboard".



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		
Test Vendor	GO	
Test Vendor2 / Admin		
Test Vendor3 / Admin		
Test Vendor1 / Admin		

### 3. CLICK "Delete This User"

Test Vendor2		HIS USER
Role Vendor Company H-N Title Email test.vendor2@gtest.com		
My Vendors		
NAME	VENDOR NUMBER	

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







### K-LINK BUSINESS PROCESS & RESOURCE CONTENT SUPPORT



Business Process/Site Content: K-Link Contact Us Page "Ask a Question" Form

K-Link Tools/Digital Ops Team will support:

- K-Link Tools
- Attribution & Image Uploading
- Site Content & WCS Resources
- Admin Rights

