

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 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:

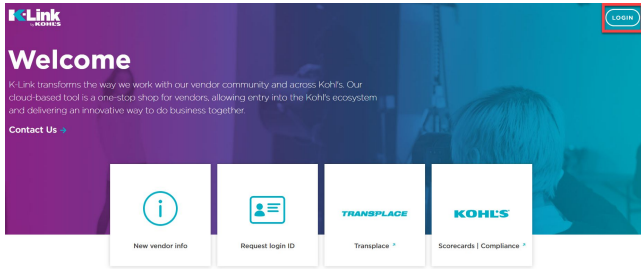
- Item Set-up: Attribution and Images
 - All Kohl's Styles will be set-up in K-Link and sent to the vendor to complete the customer facing attributes. Vendors that provide product imagery will upload images directly into K-Link for Kohl's. If vendors send samples to their merchant partners they will 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?

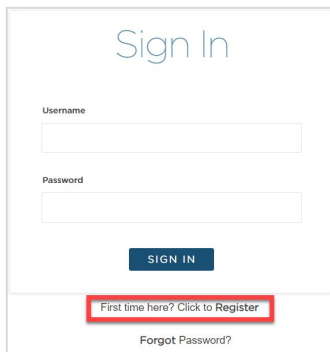
Any member of your vendor group that may access the above information will need to establish their own K-Link account. (Shared log ins are not allowed).

Register for K-Link

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

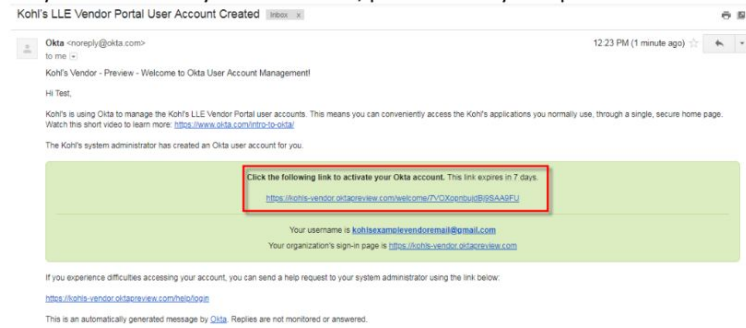


2. Click “First Time Here? Click to Register”

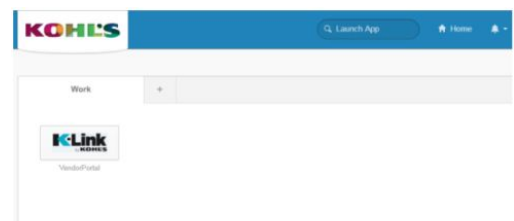
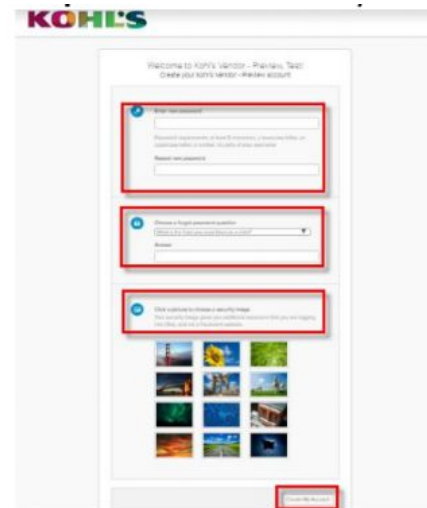


3. Complete the Registration Fields
4. Select Y/N “Are you from L&F vendor” (Li & Fung)
5. Enter Vendor ID and PO Number
 - a. Buying office will provide
 - b. 1 vendor ID required, unless user represents multiple vendors
6. Select Register

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



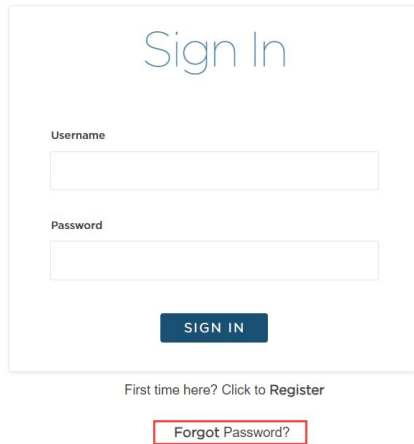
8. Set Up K-Link Account (set up password & security question)
9. Select Create My Account



FINISHED You are now able to access K-Link.

Forget Password Reset

1. Click Forget Password?



Sign In

Username

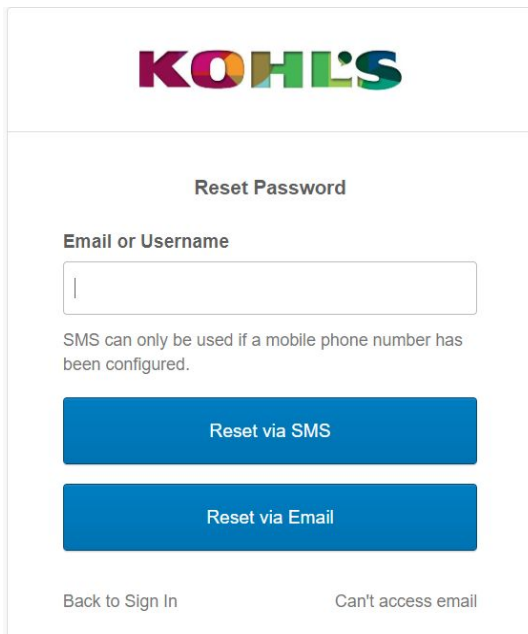
Password

SIGN IN

First time here? Click to Register

[Forgot Password?](#)

2. Enter registered email and 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](#) [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

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.



REPORTS PRODUCT RESOURCES



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

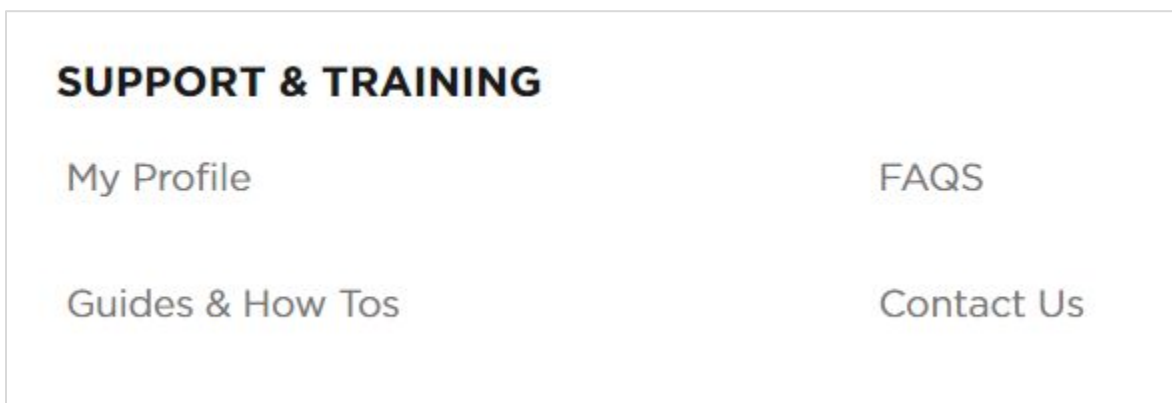
- Product Category provides access to all vendor merchant groups that have been set-up within K-Link. You may also access your merchant groups from the Dashboard.

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.



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

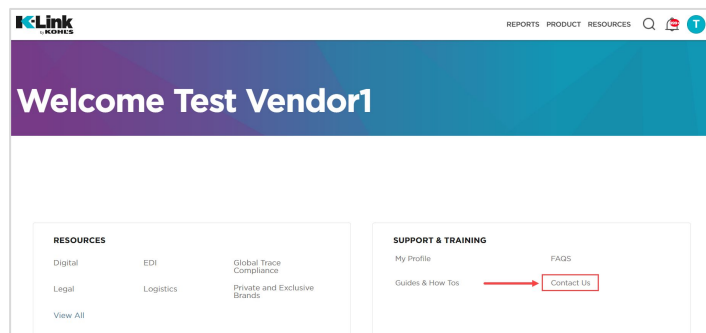
Utilize this section to contact the K-Link team with questions

A screenshot of the "Contact Us" form. The form has a purple header with the text "Contact Us". On the left, there is a "CONTACT LIST" section with a button labeled "ASK A QUESTION". The main form area contains a dropdown menu labeled "Ask A Question" with the option "Choose A Topic" selected. Below the dropdown is a text input field containing the email address "test.vendor2@ctest.com". Underneath that is a larger text area labeled "Enter a comment or question". At the bottom right of the form is a blue "SEND" button.

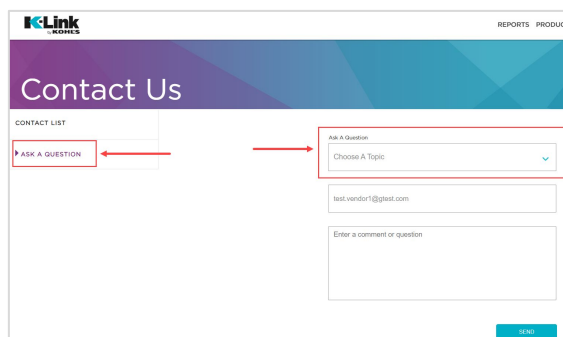
Vendor Admin Access - Requesting Admin Rights

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.

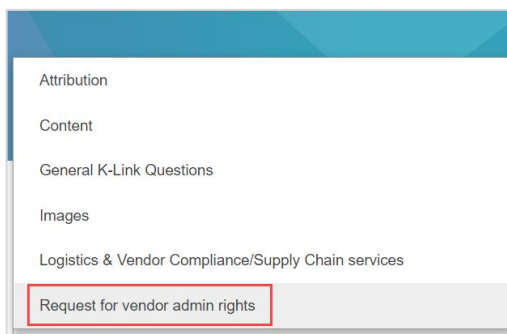
1. Request/Remove Admin Access through the “Contact Us” form



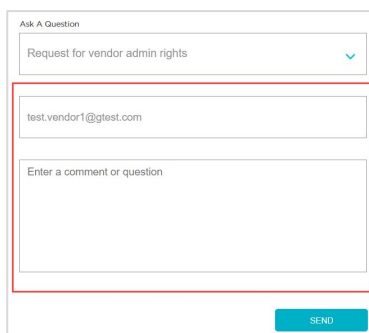
2. Select “Ask a Question” and go to “Ask a Question – Choose a Topic” Box



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



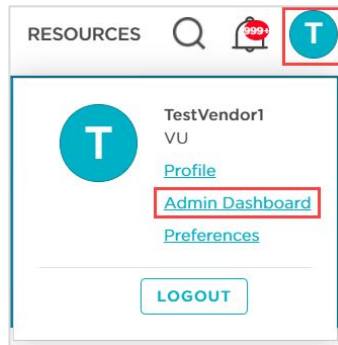
4. Enter your email. In the comment field below request to have admin rights added or removed. Please include first and last name of the new admin user. Click “Send” once complete



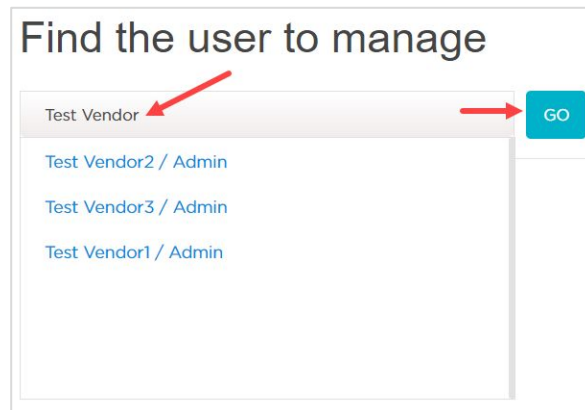
Vendor Admin Access - Removing Existing Users from Vendor's Account

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

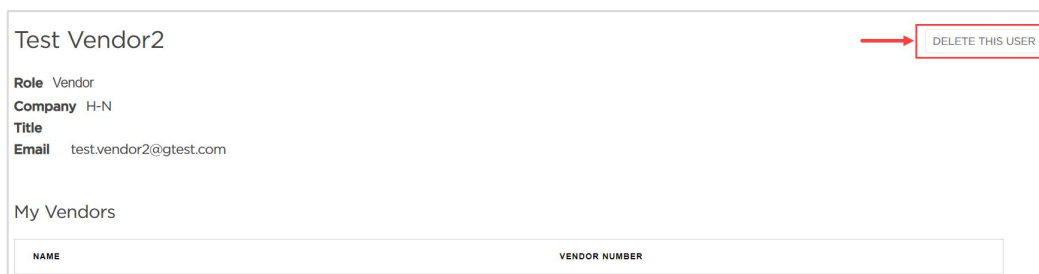
1. SELECT the Blue Circle in the Upper Right Corner of K-Link Dashboard. Select "Admin Dashboard".



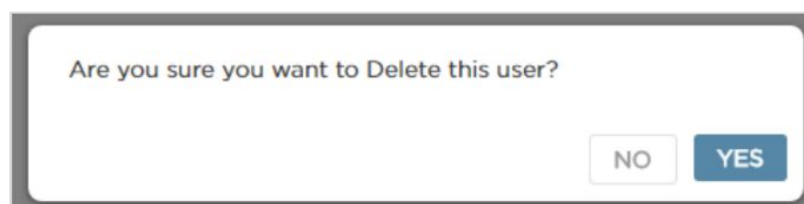
2. SEARCH for the vendor user that you would manage and click "Go". Select the name of the user you are looking to edit.



3. CLICK "Delete This User"



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



K-LINK ACCESS & TECHNOLOGY SUPPORT



**Enterprise Operations Center
262-703-1515**

EOC Team will support:

- **Sign In Issues**
- **Forgot Password**
- **Create New User**
- **Technology/Site Issues**
- **Reporting Access**

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**