Quick Reference Guide - Vendor Admin Access

Requesting/Removing Admin Access

A vendor may request admin rights for managing user access for their vendor numbers. Vendor admin rights should be limited to users within your company who have the responsibility of managing user access to company information.

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



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



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

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

Step 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	



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Vendor Admin Notifications

Vendor Admins will receive the following notifications: (1) When a vendor user submits a new registration, (2) A current vendor user adds a vendor number to their profile and (3) When admin rights are granted to a vendor user by Kohl's. There is no additional action that needs to be taken. Note: Email preferences must be on to receive these email notifications. Example notifications below:

> When a vendor user submits new registration

To test Vendor96, This email is to update you on activity within K-Link Registration requested by Johnny Onthespot has been submitted for access to K-Link. You will be notified when the new user registration has been approved. Regards. K-Link by Kohi's Team	E Link	And Anna Alberta
This email is to update you on activity within K-Link Registration requested by Johnny Onthespot has been submitted for access to K-Link. You will be notified when the new user registration has been approved. Regards. K-Link by Kohl's Team	To test Vendor96,	
Registration requested by Johnny Onthespot has been submitted for access to K-Link. You will be notified when the new user registration has been approved. Regards. K-Link by Kohl's Team	This email is to update yo	ou on activity within K-Link
Regards. K-Link by Kohi's Team	Registration requested by to K-Link. You will be not approved.	y Johnny Onthespot has been submitted for access fied when the new user registration has been
	Regards, K-Link by Kohl's Team	

> When a current vendor user adds a vendor number to their profile



To test Vendor96,

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

Deepak Kumar has requested access to the following vendors: NES GROUP. E & E CO LTO. HALLMARK MARKETING COMPANY LLC. TOPSON DOWNS OF CAL INC, JACLYN INC, REEBOK INTERNATIONAL LTD. This request has been approved.

If you have any questions or concerns, please contact a Kohi's representative.

Regards, K-Link by Kohl's Team When admin rights are granted to a vendor user by Kohl's.





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Removing Existing Users from Vendor's Account

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

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



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



Step 3: CLICK "Delete This User"

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

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



