

When to Contact your Merchant Team:

- New product to set up*
- Update to purchase order(s)
 - Costing, case pack, item packs, parent/factory update, unit updates, shipping date shifts
- Costing updates on direct ship product
- Updates to images/attributes on kohls.com
- Obtain PO and Vendor number for K-Link registration
- Questions or enabeling KP2's or understanding sales reports
 - Metric or data related questions can be directed to MPA.ReportingSupport@kohls.com
- Ticketing information

You're Merchant Team can always direct you on whom to contact if you are unsure

****F20 Direct Ship Assortments should be shared directly to Item Production Team***

When to Contact the K-Link Team:

- Questions on functionality or additional training within the K-Link system
- Assign Admin rights to you or another user on your team
- Delete a profile of a former user on your team (Vendor admins may also complete this task)
- Issue loading attributes or images

You can reach the K-Link team at k-link@kohls.com or by clicking "contact us" within K-Link.

Question on Images?

- PDP OMNI Imagery & Video
 - Used on Kohls.com
 - Loaded into system via K-Link
 - Robert.Shively@kohls.com
- Brand Assets (Social, In-store Marketing, etc)
 - Katherine.Gordon@kohls.com
 - Christy.Musack@kohls.com
 - Heather.Filippelli@kohls.com

When to Contact Vendor Services:

- Questions on UPC catalog
- Packaging
- Shipping Questions

Contact vendor.services@kohls.com

When to Contact Direct Ship Team:

- Questions on DSCO
- Shipping on direct ship SKU's
- Obtaining access to K-Link if you only carry direct ship product