

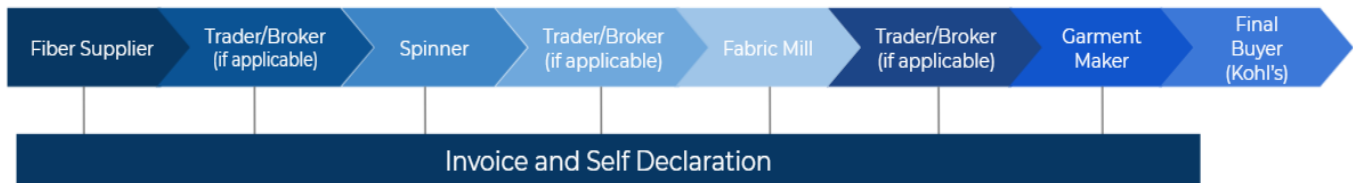
Kohl's Specialty Fiber Documentation

Standard Operating Procedure (SOP)

(this is not applicable for RCS/GRS/GOTS/OCS validation)

Purpose: A guide for suppliers when making any reference about the fiber origin claim (e.g. "Egyptian cotton", "Turkish cotton", "Pima Cotton", "Supima Cotton", etc), or a specialty fiber (e.g. "Viscose made from bamboo", Canopy Rated Rayon, Cashmere, Angora, etc). Supporting documents must be submitted to Kohl's Third party lab(s) in order to prove the traceability from the fiber supplier to the finished product.

If no robust/reliable traceability certification is available (e.g. lab testing) to prove the claim, Kohl's requires the following documentation:



****No claim and/or mention about fiber origin or specialty is allowed unless all documents described in this SOP are properly collected and validated by the third party testing lab.**

The documents collected must be compiled into one PDF (in English) and supplied to third party testing lab at the time of material/finished product testing and attached to test report:

- Properly labeled (style name and number + brand), following the order from fiber supplier to the finished product (e.g. self declaration from final producer)
- Invoices from fiber producer to finished product, as outlined above
- This PDF *must* be filled out and included at the time of sample submission, along with the Test Request Form (TRF).**

***As a reminder, the products are still subject to Kohl's Purchase Order Terms and Conditions. As such, if there is an issue with the product going forward, you remain responsible for those issues and fully indemnify Kohl's under the PO T&Cs.*

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Supplier Self-Declaration – Material Traceability

All related Transaction Certificates, invoices, and other supporting documents (this includes but not limited to: scope certificates, TRF, etc.)

Styles number(s): _____

PO number(s): _____

Fabric Reference Number(s): _____

I declare, on behalf of (vendor + factory) to have solely used the materials described hereunder (excluding trims):

(Print Name)

(Sign Name)

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LENZING / TENCEL PRODUCTS

In order to have Tencel branded fibers and/or Lenzing branded fibers on your product you must have a product license and fabric certification issued by Lenzing.

This is for products using TENCEL™ branded fibers and / or LENZING™ ECOVERO™ branded fibers

Below are brands this is applicable to:

TENCEL™ Lyocell

TENCEL™ Lyocell x REFIBRA™

TENCEL™ Modal

LENZING™ ECOVERO™ Viscose

Please fill out the required information below*:

Brand of product _____

Brand Owner/Licensee _____

Lenzing issued Product License _____

Valid Dates _____

Lenzing issued Fabric Certification #(s) _____

Fabric mill _____

Valid Dates _____

Requirements to order Swing tags, orders placed on the Lenzing E-Branding site.

Lenzing issued Fabric Certification #(s) _____

Fabric mill _____

Valid Dates _____

**For internal stakeholders, refer to the Sustainability Playbook for internal licensing requirements*

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SUPIMA® COTTON PRODUCTS

In order to have Supima® branded fiber on your product the vendor must register and be licensed to run Supima®. A proof of license will then be issued. This proof of license is a must in order to run the Supima® brand. The spinner, mill, finisher, and retailer are all required to have the proof of licensing.

The basic requirements for calling out Supima® on packaging are:

- Have approval / license from Supima® for using their logo on packaging and / or hangtags
- All blends need to approved by Supima®
 - No other cotton can be used in the product (exceptions for denim must be discussed with Supima®)
 - Minimum of 50% content should be Supima® cotton
 - Lean towards higher-end synthetics when using a blend (needs to be approved by Supima®)

For more information on Supima®, please use the following link:

<https://supima.com/industry-resources/license-information>

Supima® requires an annual renewal for the license.

For any new product categories and / or fabric, this would need to be added to the license profile (if already existing).

When in doubt, please contact licensing@supima.com with questions, concerns, or to verify a licensed supply chain.

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Final Product Information

Final product supplier's name, address, and country:

Final product's invoice reference number:

Final product Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Gross and net weight of final product purchased (in lb and yd):

Gross and net weight of final product shipped (in lb and yd):

Name, address, and country of the final buyer:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Trader/Broker Information (when applicable)

Trader/Broker's name, address, and country:

Trader/Broker's invoice reference number:

Trader/Broker Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Name, address, and country of the trader/broker:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Fabric Information

Fabric supplier's name, address, and country:

Fabric's invoice reference number:

Fabric Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Gross and net weight of fabric purchased (in lb and yd):

Gross and net weight of fabric shipped (in lb and yd):

Name, address, and country of the final buyer:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Trader/Broker Information (when applicable)

Trader/Broker's name, address, and country:

Trader/Broker's invoice reference number:

Trader/Broker Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Name, address, and country of the trader/broker:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Yarn Information

Yarn supplier's name, address, and country:

Yarn's invoice reference number:

Yarn Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Gross and net weight of yarn purchased (in lb and yd):

Gross and net weight of yarn shipped (in lb and yd):

Name, address, and country of the final buyer:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Trader/Broker Information (when applicable)

Trader/Broker's name, address, and country:

Trader/Broker's invoice reference number:

Trader/Broker Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Name, address, and country of the trader/broker:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Fiber Supplier Information

Fiber supplier's name, address, and country:

Fiber Supplier's invoice reference number:

Fiber Supplier Transaction Certificate reference number:

Body issuing the Transaction Certificate (name & country):

Gross and net weight of fiber purchased (in lb and yd):

Gross and net weight of fiber shipped (in lb and yd):

Name, address, and country of the fiber supplier:

Shipping date: _____

Place and date of declaration: _____

By name and position: _____

Signature/ Company Seal: _____

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Revision History

5/27/21 - Created and uploaded document to K-Link

Created by Charlene Swanson

6/2/21 - Added Revision History

Revised by Charlene Swanson

9/9/21 - Added Lenzing/Tencel (page 3) and Supima Cotton (page 4) requirements

Revised by Charlene Swanson

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