



# **Kohl's 2025 Holiday Routing Guide & Closure Schedule**

This document contains Kohl's holiday routing guidelines and the closure schedule for Kohl's TMS Helpline and corporate offices.

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## **TMS Helpline Closures 2025**

**The TMS Helpline will close for the entire day on the following dates in 2025/2026:**

- Monday, May 26
- Friday, July 4
- Monday, September 1
- Thursday, November 27
- Wednesday, December 24
- Thursday, December 25
- Thursday, January 1, 2026

**The TMS Helpline will close at 12:00 P.M. (Central Time) on the following dates in 2025:**

- Friday, April 18
- Friday, May 23
- Thursday, July 3
- Friday, August 29
- Wednesday, November 26

The TMS Helpline will reopen at 6:00 AM (Central Time) on the first business day following each of the dates listed above.

The TMS Helpline hours of operation are 6:00 am to 2:00 pm (Central Time), Monday through Friday:

Email: [TMS@kohls.com](mailto:TMS@kohls.com)

Phone: 262-703-7718

## **Memorial Day Week Routing Reminder**

As numerous vendors may be closed for Memorial Day to spend time with family and friends, Kohl's encourages advanced routing requests to ensure timely appointment scheduling and pick-up of freight before and during the Holiday week of May 25 through June 1.

**Kohl's corporate offices will close at noon CT on Friday, May 23 and reopen Tuesday, May 27.**

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of May 25 – May 31**

- Submit routing no later than Tuesday, May 20
- Routing requests after May 20 cannot be assured of pick-up during the Memorial Day Holiday week
- As a reminder, routing requests should always be submitted the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - o *Navigate to Resources > Transportation>Domestic Routing Requirements*
- This is a general guideline for non-replenishment shipments only
- The TMS Helpline will close at 12:00 PM CT on Friday, May 23
- The TMS Helpline and the Routing office will be closed on Monday, May 26

## **Fourth of July Week Routing Reminder**

As numerous vendors may be closed over the Fourth of July holiday to spend time with family and friends, Kohl's encourages advance routing requests to ensure timely appointment scheduling and pick-up of freight before and during the Holiday week of June 30 – July 6.

Kohl's corporate office will close at noon CT on Friday, July 4, and reopen Monday, July 7.

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of June 29 - July 5**

- Submit routing no later than Tuesday, June 24
- Routing requests after Tuesday, June 24 cannot be assured of pick-up during the Fourth of July Holiday week
- As a reminder, routing requests should always be submitted on the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - o *Navigate to Resources >Transportation>Domestic Routing Requirements*
- This is a general guideline for non-replenishment shipments only.
- The TMS Helpline will close at 12:00 PM CT on Thursday, July 3
- The TMS Helpline and the Routing office will be closed on Friday, July 4

## **Labor Day Week Routing Reminder**

As numerous vendors may be closed for Labor Day to spend time with family and friends, Kohl's encourages advance routing requests to ensure timely appointment scheduling and pick-up of freight before and during the Holiday week of August 31 through September 6.

Kohl's corporate offices will close at noon CT on Friday, August 29 and reopen Tuesday, September 2.

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of August 31 - September 6**

- Submit routing no later than Tuesday, August 26
- Routing requests after Tuesday, August 26 cannot be assured of pick-up during the Labor Day Holiday week
- As a reminder, routing requests should always be submitted the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - o *Navigate to Resources >Transportation>Domestic Routing Requirements*
- This is a general guideline for non-replenishment shipments only
- The TMS Helpline will be closed beginning at 12:00 pm CT on Friday, August 29
- The TMS Helpline and the Routing office will be closed on Monday, September 1

## **Thanksgiving Week Routing Reminder**

As numerous vendors may be closed for Thanksgiving to spend time with family and friends, Kohl's encourages advance routing requests to ensure timely appointment scheduling and pick-up of freight during the Holiday week of November 23 – 29.

Kohl's corporate offices will close at noon CT on Wednesday, November 26 and reopen Friday, November 28.

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of November 23 – November 29**

- Submit routing no later than Tuesday, November 18
- Routing requests after Tuesday, November 18 cannot be assured of pick-up during the Thanksgiving Holiday week

### **Ship/Cancel dates during week of November 30 – December 6**

- Submit routing no later than Tuesday, November 25
- Routing requests after Tuesday, November 25 cannot be assured that routing will be returned during the Thanksgiving Holiday week
- As a reminder, routing requests should always be submitted by the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - *Navigate to Resources >Transportation>Domestic Routing Requirements*
- This is a general guidelines for non-replenishment shipments only
- The TMS Helpline will be closed beginning at 12:00 pm CT on Wednesday, November 26
- TMS Helpline and the Routing office will be closed Thursday, November 27

## **Christmas Week Routing Reminder**

As numerous vendors may be closed for Christmas to spend time with family and friends, Kohl's encourages advance routing requests to ensure timely appointment scheduling and pick-up of freight during the holiday week of December 21 – 27.

**Kohl's corporate offices will close Wednesday, December 24, and reopen Friday, December 26.**

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of December 21 – 27**

- Submit routing no later than Tuesday, December 16
- Routing requests after December 16 cannot be assured of pick-up during the Christmas holiday week

### **Ship/Cancel dates during week of December 28 – January 3**

- Submit routing no later than Tuesday, December 23
- Routing requests after December 23 cannot be assured of pick-up during the Christmas holiday week
- As a reminder, routing requests should always be submitted by the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - o *Navigate to Resources >Transportation>Domestic Routing Requirements*
- This is a general guidelines for non-replenishment shipments only
- The TMS Helpline and the Routing office will be closed Wednesday, December 24, Thursday, December 25, and Thursday, January 1

## **New Year's Week Routing Reminder**

As numerous vendors may be closed for New Year's to spend time with family and friends, Kohl's encourages advance routing requests to ensure timely appointment scheduling and pick-up of freight during the Holiday week of December 28 – January 3.

**Kohl's corporate office will be close Thursday, January 1 and reopen Friday, January 2.**

Please adhere to the following guidelines for purchase orders:

### **Ship/Cancel dates during week of December 28 – January 3**

- Submit routing no later than Tuesday, December 23
- Routing requests after December 23 cannot be assured of pick-up during the Christmas holiday week
- As a reminder, routing requests should always be submitted by the Wednesday prior to the start ship date and once per ship week
- Please review routing timing at <https://link.kohls.com/>
  - *Navigate to Resources >Transportation>Domestic Routing Requirements*
- This is a general guideline for non-replenishment shipments only
- The TMS Helpline and the Routing office will be closed on Wednesday, December 24, Thursday, December 25, and Thursday, January 1, 2026