



# Domestic Transportation Routing Requirements

This document contains the business requirements for routing and shipping merchandise purchase orders to the distribution network.

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# **Routing Request Requirements**

## **Late Shipment Extensions and Applicable Penalties**

- A purchase order (PO) shipped past the shipping window cancellation date is considered a late shipment
- A purchase orders (PO) shipped after the original cancellation date is eligible for a late shipment penalty
- If a PO cancellation date extension is transmitted, a late shipment penalty will apply
- If merchant office approval is requested and approved for a PO to ship late without a late shipment penalty, an EDI 850 or 860 must be re-transmitted, prior to the original start ship date, with an entirely new ship window (i.e., with a new start ship date and new cancel date of a Monday through Saturday)
- E-mail documentation and/or PO special instructions are not permitted as exemptions from a late shipment penalty

## **TMS Routing Tool**

- All vendors must submit shipment information using the web-based **Transportation Management System (TMS)** system known as Uber Freight, <https://www.uberfreight.com>
- The TMS requirement applies to all domestic collect or prepaid shipments
- New Kohl's vendors must complete the TMS Vendor Access Implementation form and TMS User Request form found in the Forms tab to request a TMS system access ID along with a valid Purchase order number.
  - For TMS password resets, routing assistance, or questions contact our TMS helpline at [TMS@kohls.com](mailto:TMS@kohls.com)

## **Purchase Order Accumulation and Order Synchronization**

- Kohl's desires all vendors to ship Purchase Orders on the PO Start Ship Date.
- Kohl's standard ship windows are as follows: Monday start ship date, Saturday PO cancel date
- Vendors should accumulate requests and request routing ONE time prior to the start ship date, Vendors must request routing no more than ONE time per week per Kohl's distribution center
- If shipping multiple POs in the same week, vendors must release purchase orders together by DC destination to create full trailer loads up to 3600 cube and/or 42,500 lbs. o For directions on how to release multiple POs together by DC, refer to pages 16-22 of the [Step by Step User Guide](#) as found on K-Link ([link.kohls.com](http://link.kohls.com))
- Multiple requests for routing within the same week are subject to a multiple request for routing/failure to consolidate penalties
  - o Note: If pickups are scheduled on the same or consecutive days from the same origin to the same destination, you must notify [TMS@kohls.com](mailto:TMS@kohls.com) of this issue
- All shipments submitted to TMS must be scheduled at a trailer load level (3,600 cube/42,500 lbs.) or less

## **Third Party Logistics Providers to Kohl's Vendors Routing Accumulation**

- Third party logistics providers serving multiple Kohl's merchandise vendors must synchronize pick up of multiple Kohl's vendors at the same time
- Coordinating the shipments of multiple vendors allows Kohl's to build volume shipments to each Kohl's DC
- Third Party Logistics Providers should only have one pick up per week per Kohl's DC, regardless of the number of vendors serviced from a single location.
- A list of Kohl's preferred Third Party Logistics providers is located in the Appendix of this document

## **Cube Calculation Guidelines**

- Kohl's TMS program uses weight and cubic feet to choose the mode of transportation for a specific shipment.
- It is imperative that the Vendors provide accurate, calculated cubic feet information when requesting routing.
- When preparing TMS routing requests calculate the actual cube measurement. In order to accomplish this task, use the following method:
- For all cartons of the same size (measure by inches), multiply the carton length by carton height by carton width and then by the total number of cartons. Divide by 1,728. That resulting number is the shipment cube.

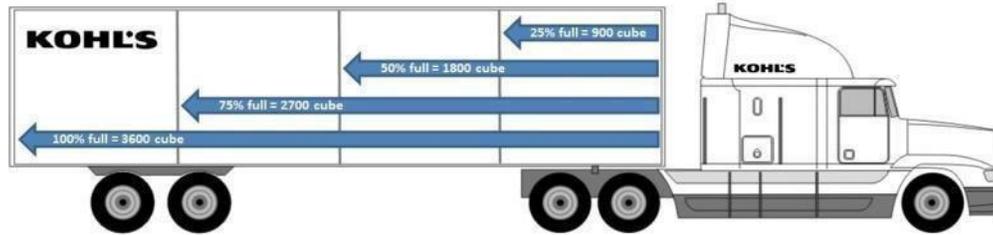
## Cube Calculation Example:

**Carton size: Length =24", Height= 20", Width= 21" Number of cartons of that size: 75**

Calculation:  $24 \times 20 \times 21 \times 75 = 756,000$  Divide:  $756,000$  by  $1728 = 438$  cube

Note: This same calculation can be done for different size cartons by adding up the cube figured for each individual carton for a total cube measurement for that shipment

### Trailer Fill for a 53' Trailer with Approximate Cube Estimate



- Routing requests should be entered by Wednesday, no later than Thursday 11:59 PM CST, the calendar week prior to the purchase order (PO) First Available date (as entered in TMS). Routing requests made after the routing deadline may be routed until PO cancel date but are subject to late routing penalties. If picked up after the PO cancel date, PO will be subject to late shipment penalties
- For a PO routed on time whereby a carrier has scheduled a pickup past the PO cancel date, the vendor will need to forward email communication to [TMS@kohls.com](mailto:TMS@kohls.com) from the carrier, stating the incident occurred, to include TMS Mode Execution Number (ME #) / TP Load Number (TP #). This email needs to be forwarded to [TMS@kohls.com](mailto:TMS@kohls.com), as the TMS Helpline cannot open attachments. Provide vendor name and PO number(s) that are shipping past cancel date. Carrier reschedule documentation must be provided prior to shipping in order to avoid chargebacks.
  - Note: Chargeback reversals will *not* be granted if a proactive email is not sent to TMS
- The First Available date in TMS must match the actual shipment ready date or chargebacks may apply
- Kohl's prefers that the First Available date coincide with the PO start ship date
- Multiple routing entries within the same ship window may result in charges, including but not limited to: multiple routing and failure to consolidate shipments
- Kohl's requires the inclusion of the ME/TP Load Number with 856 ASN transmission; this number is available in TMS, once releases have moved into "tender accept" status within TMS' External Shipment Monitoring

## Routing Communication from Kohl's

- Routing for full truckload, small package and prepaid shipments are typically returned within 24 hours from the routing request in most cases
- Routing tender communication is found in TMS and it is the responsibility of the vendor to monitor the TMS system for completed routing instructions.
- When entering PO's for routing please be aware of when freight will be ready for carriers to pick up.
- Example: PO has a ship window of 11/17-11/22 and you know your freight will not be ready until 11/20, reflect your ready date as 11/20. (Please be aware that if you give a 1 day ship window of Friday you are making it harder for a carrier to accept that load and for them to be able to pick up before the cancel date)
- If you enter a PO knowing you do not have the freight, (stuck at port, border inspections, late-arriving freight, etc.), thinking it will arrive in time to ship, and you do not have the freight by Wednesday of the ship week, please contact TMS Helpline at [TMS@kohls.com](mailto:TMS@kohls.com) and ask to have your releases cancelled so that carriers do not show up for appointments and leave with no freight available, and charges will apply.
- When entering PO's for routing please be aware that if you will be closed on certain days or for a holiday, please reflect the available for pick up dates to reflect those closures.
  - Example: PO has a ship window of 11/24-11/29 and the shipping facility will be closed on Thursday and Friday for Thanksgiving, update the pickup availability to the days when the facility is operating so the carriers cannot pick up on the dates of closure

## TMS Issue Resolution

- Email [TMS@kohls.com](mailto:TMS@kohls.com) to resolve TMS issues or call the Kohl's TMS Helpline at 262-703-7718
- Kohl's TMS Helpline is available 6:00 a.m. - 3:00 p.m. (Central Time), Monday through Friday

## TMS Vendor Ship Point and Access Updates

- Complete the TMS Revision Form (found on the "Forms" tab of K-Link) to communicate changes to ship points, changes to contact information, or new divisions
- Revision requests must be provided to Kohl's **at least fifteen business days** prior to the PO start ship date

## Carrier Contact to Kohl's Vendors

### Truckload, Multi-Stop or Consolidation Modes

- Kohl's assigned carrier will contact the vendor to schedule a pick-up
- If the carrier fails to contact the vendor, it is then the vendor's responsibility to contact the carrier within 2 business days of the tender accept mode in External Shipment Monitoring in TMS
- Carrier contact information is located at External Shipment Monitoring in TMS
- Carriers may pick up the shipment any time between the Earliest Available Date and the Latest Available Date entered into TMS by the vendor

### LTL Modes

- Vendor must contact the carrier located at External Shipment Monitoring in TMS within 24 hours of receiving routing instructions
- The TMS Mode Execution Number (ME #) or TP Load # must be provided to the carrier
- ABF shipments must be destined for DCs or eFCs only
- ABF shipments cannot ship to a consolidation facility
- VICS standard BOL is required per Kohl's Bill of Lading Example section of this publication
- An ME / TP load number is required on the BOL
- Kohl's assigns 1 (one) ME / TP load number per destination
- An ME / TP load number cannot be reused for multiple shipments and/or different DCs or eFCs
- Failure to list the ME / TP load number will result in vendor compliance chargebacks

### Parcel Modes

- Vendor must contact the carrier located at External Shipment Monitoring in TMS within 24 hours of receiving routing instructions
- The TMS Mode Execution Number (ME #) or TP Load # must be provided to the carrier
- For small parcel EDI 856 ASN purposes, send one (1) EDI ASN 856 transmission per Distribution Center (DC) with one (1) of the assigned TP Load #'s (ME #'s). Please refer to our EDI 856 ASN Mapping Guidelines for more information.
- Do not insure small package shipments (UPS, RPS, etc.), unless instructed to do so in writing by the Kohl's Transportation department.
- Parcel Billing requirements
- UPS: ME / TP load number or authorization # in 1st Reference field, PO # in 2nd reference field
- FedEx: ME / TP load number in Customer Reference field, PO number in PO field (please reference Specialized Routing Programs section for more information)
- Vendors who utilize UPS parcel mode are subject to an audit fee. The charges associated are pass-through fees for incorrect information listed on a UPS label. Vendors may be charged for the following items
- Dimensional weight adjustments
- Weight adjustments
- Additional handling charges
- UPS SurePost non-machinable charges
- Large package surcharges
- Over-maximum charges – size, weight, length, and SurePost over-maximum weight

## **Backhaul Mode**

- Backhaul pick-ups are coordinated by Kohl's Centralized Outbound Transportation (COT)
- Vendor must contact Kohl's Centralized Outbound Transportation (COT) within 24 hours of the tender accept mode in External Shipment Monitoring in TMS to arrange a pickup appointment.
- Kohl's Centralized Outbound Transportation (COT) contact information is located at External Shipment Monitoring in TMS

## **Accessorial Charges (All Modes)**

- Kohl's will not pay accessorial charges incurred with the loading or pick up of any shipment
- Accessorial charges include but are not limited to wait time, load and count, and canceled pick-up charges
- This includes but is not limited to Kohl's preferred carriers

## **Carrier Issue Resolution**

- Contact the Kohl's preferred carrier or call the TMS Helpline at 262-703-7718
- See the "Kohl's Preferred Carrier List" section of this publication

# **Shipment Requirements**

## **General Requirements**

- All documentation exchanged with Kohl's must be in the English language
- Vendors must have Internet access at each shipping location and must utilize Kohl's TMS system.
- Collect shipments must be shipped using the carrier assigned by TMS.
- No split shipments should be sent more than 30 days apart from each other.
- Notwithstanding any term in the purchase order, the vendor shall be liable for merchandise lost or damaged in transit if a carrier is used other than the carrier specified by TMS or by Kohl's Transportation department.
- Failure to comply with Kohl's TMS routing instructions in full will result in a vendor chargeback for the full cost of transportation plus any applicable handling costs.

## **Complete Shipments**

- Purchase orders must be shipped complete unless approved in writing by Kohl's Buying Division
- Any backorder of merchandise that is not specifically approved in writing must be shipped FOB destination freight prepaid

## **Packing of Trailers**

- Load trailers in purchase order sequence
- Pack one purchase order completely before loading the next purchase order
- Load in purchase order line sequence when possible
- Shipment loading for all domestic shipments is the responsibility of the vendor - if a driver is required to load or count a shipment, all related charges from the carrier plus a handling charge will be assessed to the vendor
- Vendors have two hours of loading time penalty free. Any additional time needed to load will be charged back to the vendor at the cost of detention plus any applicable fees

## **Kohl's Distribution Center Consolidation Process**

- To improve the efficiency of the consolidation process at the Kohl's Distribution Centers, it is required that all vendors who receive routing going to a Kohl's Distribution Center Consolidation point to nose load any freight for that specific DC destination
- Trailers going into consolidation must be loaded by DC and POs must remain intact by DC

**DC Consolidation Load Example:**

<u>DC</u>	<u>PO #</u>
<i>(Nose of the trailer)</i>	
DC0875	1234567
	2345678
	3456789
<i>(Middle of the trailer)</i>	
DC0810	1234567
	2345678
	3456789
<i>(Rear of the trailer)</i>	
DC0865	1234567
	2345678
	3456789

**Required Trailer Load Methods by Transportation Mode**

<b>Transportation Mode</b>	<b>Required Loading Method</b>
Single Stop, Truck-load/Intermodal	Floor load
Multi-Stop Truck-load/Intermodal	Floor load and brace with cardboard or load bars; always load high and tight
Truck-load/Intermodal into a consolidation facility	Floor load. Merchandise must be segregated and loaded by Kohl's facility location.
Less than Truck-Load (LTL): <b>ABFS ONLY</b>	Palletize
LTL into a consolidation facility: <b>GBEA, GBWS, GLTN, TJNJ</b>	Contact the consolidation carrier for loading options. Merchandise must be segregated and loaded by Kohl's facility location.
Backhaul	Floor load unless palletized loading is approved by Kohl's Centralized Outbound Transportation (COT)
Prepaid	Palletize when "live" trailer unload is required, floor load if dropping trailer at Kohl's facility. See "Prepaid Shipment Requirements" section of this publication

## Trailer Sealing Requirements

- All shipment types except LTL and small package must be sealed by the vendor
- Direct-to-DC shipments below must be sealed with a bolt seal:
  - Single-stop intermodal, truck-load and backhauls that are shipping direct to DCs/eFCs
  - Multi-stop shipments where the vendor is the second stop
  - Multi-stop backhaul shipments where the vendor is the second stop
- The following shipment types should use a numeric seal in lieu of a bolt seal:
  - LTL consolidation
  - Multi-stop shipments where the vendor is the first stop only
  - Multi-stop backhaul shipments where the vendor is the first stop only
- Vendors that ship after the first vendor on a multi-ship must remove the prior vendor's seal and re-apply a new bolt seal at shipment release
  - Shipper must use an ISO/PAS 17712:2010 bolt seal for every shipment
  - Seal must be placed on the operable hasp of the right door
  - Shipper must take a digital, date-stamped photograph showing container number and bolt seal application along with a second photo of the close-up of the bolt seal number visible (see example photographs below)
  - Shipper must maintain a records repository for a minimum of twenty four (24) months of the digital photographs
  - Failure to comply will result in chargebacks
- Prepaid shipments where the vendor is responsible for the transportation arrangements is excluded from the bolt seal requirement
- *Note: vendors can determine load stop sequence for pickups by accessing the TMS portal's "Monitoring" menu, selected the specific load, then clicking the map*

### Examples of required bolt seal photographs



## Passage of Title

- We shall have no obligation to unpack or inspect the merchandise prior to resale thereof
- You shall be responsible for the consequences of negligent manufacturing and packing and for the consequences of negligent handling prior to the point when we assume ownership of the merchandise
- Payment of freight charges shall not determine passage of title or which party bears the risk of loss while Merchandise is in transit
- Until we have inspected the merchandise shipped under our purchase order and accepted it as being in conformity with our purchase order and all representations and warranties made by you with respect to such Merchandise, your delivery obligation shall not be deemed complete, nor shall title pass to us, notwithstanding that you were instructed to route the merchandise to a consolidation facility prior to delivery to our receiving location
- Risk of loss and damage to merchandise shall pass from you to us only upon our receipt, inspection and acceptance of the merchandise at our designated receiving facility or store location, regardless of which party pays the transportation costs

*Note: the above passage of title language is also found in Kohl's PO Terms and Conditions*

## Customs-Trade Partnership Against Terrorism

- As a participant in the Customs-Trade Partnership Against Terrorism (C-TPAT) program, Kohl's is committed to strengthening overall supply chain security
- Kohl's expects its supply chain business partners to share our commitment to supply chain security • You hereby expressly agree to the following:
  - ✓ To provide all requested assistance necessary to fulfill Kohl's C-TPAT commitments and obligations
  - ✓ To comply with any and all current or future laws, regulations, rules, industry guidelines or recognized best practices relating to supply chain security and anti-terrorism
- You agree to follow any relevant requirements, guidelines or instructions set out by the U.S. Customs and Border Protection Merchandise Purchase Order Terms and Conditions ([www.cbp.gov](http://www.cbp.gov))
- These requirements include, but are not limited to, having a written security procedure plan in place that addresses physical security, access controls, procedural security, personnel security, education and training awareness and threat awareness
- For driver identification information needed in order to enter the secured yards at each of our facilities, refer to the documentation on the Global Trade Compliance section of K-Link

## Shipment Documentation

### Bill of Lading (BOL) Requirements

- Vendors must use the Voluntary Inter-Industry Commerce Standards (VICS), now GS1 Standard Bill of Lading (BOL)
- The VICS (now GS1) bill of lading guideline and format can be accessed at: [www.gs1us.org](http://www.gs1us.org)
- Upon request, vendors must provide a copy of the Bill of Lading (BOL) to Kohl's via email
- Purchase orders shipped the same day to one Kohl's DC location from a single vendor ship point must be released to the carrier as one shipment with one Bill of Lading
- The single BOL requirement applies regardless of a carrier failure to pick up on the previous day
- Shipments to each Kohl's DC must have a separate BOL with a unique vendor-issued BOL Number (Shipper's Number)
- BOLs must have the following information completed by the driver at the time of loading in order to dispute compliance accessorial chargebacks:
  - appointment time
  - time in
  - time out
  - additional driver signature acknowledging times notated

See the "Kohl's Bill of Lading Example" and "Kohl's Bill of Lading Requirements" sections of this document  
See the "Distribution Center Addresses Formats for Bills of Lading"

### Bill of Lading (BOL) Information (For Shipments NOT Routed through Consolidator)

1. Vendor name as it appears on the original Kohl's purchase order must be referenced on the Bill of
2. Lading in care of the actual shipper
3. Vendor name example: National Garment Company c/o John's Local Garment Distributor
4. Kohl's TMS Mode Execution Number (ME#) or TP Load #
5. Include the TMS Mode Execution Number (ME#) or TP Load # in the CID # field
6. If there is no CID # field on the Bill of Lading, list and identify the ME or TP load number on the BOL
7. Date and time of pick-up, carrier and trailer number
8. Truckload shipment BOLs must indicate the pick-up appointment time (if applicable), driver arrival time and loading finish time followed by the shipper and driver signature and date
9. Declared value
10. In the event of loss or damage, vendor failure to list the declared value on the BOL will result in an immediate chargeback to the vendor of the difference between the carrier's release value and the cost of the shipment, as well as a chargeback for all related freight costs

## Master and Individual Bill of Lading (BOL) Information *(For Shipments Routed through Consolidator)*

- Shipments routed to our consolidation providers must be tendered with a master Bill of Lading along with individual Bill(s) of Lading for each Kohl's Distribution Center
- See the Standards tab of [www.GS1US.org](http://www.GS1US.org) for examples of master and individual BOLs

### **Master Bill of Lading Guidelines**

1. The Master Bill of Lading is consigned to the consolidation address, regardless of the number of Kohl's Distribution Centers routed through the consolidation provider
2. Shipments for multiple Kohl's Distribution Centers made on the same day to the same consolidator must be combined on a single Master Bill of Lading, and must be given to the driver as a single shipment
3. Master Bills of Lading should be issued a single PRO number for the entire freight movement
4. Individual Sub-Bills of Lading must not have a PRO number assigned, in order to avoid being viewed as separate shipments

*See the Kohl's Bill of Lading Requirements and the Kohl's Domestic Consolidation Providers and Preferred Third Party Logistics sections of this document*

### **ASN BOL Number Requirement**

- ASN 856 transmissions must include the Bill of Lading number and the SCAC in their respective fields.

### **Product of Hazardous Material (Hazmat)**

- It is the responsibility of the shipper/vendor to identify product that is deemed hazardous material and to properly notify Kohl's Transportation by the steps indicated below

Hazardous Material Definitions: Code of Federal Regulations, Title 49, Transportation, Parts 100-199

**HAZARDOUS MATERIAL** - A substance or material, including a hazardous substance, which has been determined by the Secretary of the Department of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. (See 49 CFR 171.8)

- **MULTIPLE HAZARDS** - A material meeting the definition of more than one hazard class and must be classed according to its position on the list in 49 CFR 173.2(a).
- It is the responsibility of the shipper/vendor to identify the material and provide information on the required transportation information via the Safety Data Sheets to the TMS Helpline after submitting routing request in TMS
- Vendors are required to identify hazmat freight by selecting the "Hazmat" indicator when submitting routing request in TMS
- Vendors who fail to properly identify hazmat freight when submitting routing request in TMS are subject to chargebacks
- Vendors who incorrectly flag freight in TMS as hazmat when freight is not hazardous are subject to chargebacks
- For more information on Kohl's Hazmat policy see the *Supply Chain Hazardous Materials Policy* for Merchandise Vendors and supporting 3E forms and migration to UL-WERCSmart on the Transportation tab of K-link

# **Specialized Routing Programs**

## **Air & Expedited Shipment Authorizations**

- Air shipments and expedited shipments must be pre-approved in writing by the Kohl's Transportation department
- Complete a *Request for Expedited Shipment Authorization Form*, at Resources > Logistics> Forms on K-link
- Email the completed form to the requesting Kohl's Buyer to receive an Authorization Number
- Requests will be processed Monday through Friday between 7:30 A M and 3:00 PM CST
- For collect shipments, the Authorization Number must be added to the "2nd reference" field
- PO number is required on all tracking numbers in the "1st reference" field shown on all shipping documents ● Collect shipments need to be sent via UPS

## **Backhaul Shipments**

- Backhaul shipment definition: a shipment that uses the return trailer from a Kohl's store to pick up merchandise at a vendor; some backhauls may also be multi-stop shipments
- Accurate shipment cube and weight entry in TMS is critical for this shipment mode
- Disruption to a backhaul pick up for any reason will result in a vendor chargeback for the full cost of transportation of the entire shipment
- Backhaul disruption includes, but is not limited to, cube miscalculation, over-shipping, poor loading, or loading delays
- Standard Bill of Lading requirements apply to backhaul shipments

## **Commercial Zone Collect Pickup Program**

- For certain consolidation points assigned by TMS (California, New York and New Jersey), pick-up costs will be charged back to the vendor, regardless of shipment destination
- Commercial zone costs are assessed to the vendor through a remittance deduction and will not be waived. This is Kohl's business requirement.
- Kohl's collect program charges will appear individually on the Accounts Payable Memorandum for each shipment against a purchase order

## **Commercial Zone Multi-Stop Shipments**

- Kohl's routing department may combine shipments from multiple vendors within the Los Angeles, New York and New Jersey commercial zones to create full truckload shipments shipping direct to the Kohl's Distribution Center
- Commercial zone multi-stops are dependent upon volume, shipment dates and locations
- Vendors will receive a separate debit memorandum from Kohl's stating "Multi-Stop/Commercial Zone Routing Fee" in lieu of the standard pick-up charges from the consolidator
- Commercial zone fees offset costs of out-of-route miles, stop-off charges and labor incurred to conduct commercial zone multi-stops

## **Commercial Zone Backhaul Shipments**

- Kohl's routing department may combine shipments from multiple vendors or ship vendors alone within the Los Angeles, New York, and New Jersey commercial zones to create full truckload shipments shipping direct to the Kohl's Distribution Center
- Commercial Zone backhauls are dependent upon volume, shipment dates and locations. Vendors will receive a separate debit memorandum from Kohl's stating Backhaul/ Commercial Zone Routing Fee in lieu of the standard pick-up charges from the consolidator. This is a business requirement and will not be waived.
- The commercial zone fee offsets costs of out of route miles, stop-off charges and labor incurred to conduct commercial zone backhauls

## Commercial Zone Defined

<b>New York/New Jersey:</b> <b><i>NY/NJ Zip Codes for Collect Program Charges:</i></b> <b><i>07000-07999,086000-08999,10000-10899,11000-11999</i></b>	<b>Los Angeles:</b> <b><i>CA Zip Codes for Collect Program Charges:</i></b> <b><i>90000-93199</i></b>
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*Note: Collect commercial zone charges appear as a deduction on invoice remittance from Kohl's*

## Direct to Store Shipments

- Direct-to-store shipments must be pre-approved by the Kohl's Buying Division
- Vendors must download and complete a **Request for Direct to Store Shipment Authorization** form
- Email the completed form to the requesting Kohl's Buyer approval to receive an Authorization Number
- Requests will be processed Monday through Friday between 7:30 AM and 3:00 PM CST
- Vendors are required to transmit EDI 856 ASN for direct to store shipments
  - Input "direct287" in lieu of the ME/ TP load # into the REF06 field
  - TP load numbers do not exist for direct-to-store shipments
- Do not release direct-to-store shipments in TMS
- Kohl's Bill of Lading requirements do apply to direct-to-store shipments
- Parcel Billing requirements
  - UPS: ME/TP load # or authorization # in 1st Reference field, PO number in 2nd reference field
  - FedEx: ME/TP load # in Customer Reference field, PO number in PO field

## Extended Service Area Pick Up

- For certain remote areas, incremental costs will be charged back to the vendor regardless of mode type.
- This fee will be passed to vendors as an accessorial violation (TR007) with the following comment "Extend Service Area Pick Up"
- This is a Kohl's business requirement and will not be waived

## Jewelry Routing

- Vendors shipping fashion jewelry, fine jewelry and watches are required to enter routing requests in TMS
- Routing will be returned within two business days of requesting routing in TMS starting the Thursday prior to the start ship week.
- Fashion jewelry and watch vendors must follow Kohl's general collect shipment routing requirements
- Vendors shipping via UPS must list Kohl's PO number in the Package Reference No. Type, Value 1 in the UPS shipment request system

## Multi-Stop Shipments

- Multi-stop shipments are defined as those that include multiple vendors' freight on the same truckload or intermodal load
- Accurate shipment cube and weight entry in TMS is, therefore, critical for this shipment mode
- Disruption to a multi-stop pick up for any reason will result in a vendor chargeback for the full cost of transportation of the entire shipment
- Multi-stop disruption includes, but is not limited to: cube miscalculation, over-shipping, poor loading, or loading delays
- Standard Bill of Lading requirements apply to multi-stop shipments

## Shipment Overflow: Multi-Stops

*Kohl's TMS system uses weight and cubic feet to choose the mode of transportation for a specific shipment*

### TMS Routing Parameters:

- A trailer "cubes out" at 3,600 cubic feet
- A trailer "weighs out" at 45,000 pounds
- Note that incorrect cube calculation is the number one reason for overflow issues with Kohl's Multi-Stop loads

### When encountering an overflow:

- Please take photographs of the trailer prior to loading your merchandise include the following additional photographs:
  1. Photograph of the trailer number
  2. Photograph of the previous stop to indicate how full the trailer was and how it was loaded
  3. Photograph of a GS1-128 Label from the previous stop
  4. Photograph of the end of the trailer from the outside
- **Special Note:** *If the above evidence is not provided, then compliance will not review this issue*
- Contact the TMS Helpline at [TMS@kohls.com](mailto:TMS@kohls.com) with the following information:
  11. Include the TP Load Number / ME # in the subject line of the email
  12. Attached all photographs to the body of the email
  13. Amount of space the previous stop(s) take up on the trailer - ex. ¼ OR ½ trailer
  14. Confirm if the previous stop(s) was loaded high and tight and floor loaded
  15. Confirm that the trailer is 53 foot
  16. Confirm the purchase order number(s) and the distribution center(s) your company has remaining
  17. Confirm the cube of the overflow

### Notes:

- Please load as much of the original shipment as possible, even if it requires splitting a purchase order
- Keep in mind that if the above evidence is not provided compliance will not review the issue.
- *Once the TMS Helpline has received your email they will give you a reason code to re-enter your freight into TMS to receive new routing. Ensure the PO is not past cancel, if it is, contact your buyer for an extension on your PO*
- *Please be advised, no matter the reason, TMS will not route POs past cancel*

### How to re-enter your PO into TMS:

1. Make sure that the PO is not past cancel
2. Get extension from buyer if PO is past cancel
3. Go into TMS Order Management System as you normally would to enter your PO to get your release number
4. Make sure extension is visible in TMS when you go in to generate release. (The extension will show in the "latest pickup date" column)
  - a. *\*Note... Once the buyer has confirmed that cancel dates have been extended the vendor will need to confirm that the extended dates are visible before POs are re-released; the quantity will be 0 (or it could be a negative number) since your PO has already been routed. You will have to manually enter your quantity in place of the 0*
5. Enter cubes, weight and other information
6. Scroll all the way to the right, to a drop down menu titled "Reason Code"; select the one given by the TMS Helpline (i.e., overflow, overflow multi stop, overflow backhaul etc.)
7. In the blank field titled "Comment" enter the number code you were given by the TMS Helpline (e.g., 273291623OC3524DART)
8. Once you have entered all the information correctly and make sure your PO is not past cancel click on "Release"

## Multiple Trailer Shipments

- Each trailer in a multiple trailer shipment must have a unique Mode Execution Number (ME#) or TP Load #, Bill of Lading, and ASN
- Individual trailer contents, including Kohl's PO Number(s), respective carton counts and the TMS Mode

Execution Number (ME#) or TP Load #, must be included on the BOL

## New Store Shipments

- Purchase orders for new stores are written for specific in-store dates for efficient store set up
- Vendors are expected to ship on the PO start ship date and to follow all regular routing requirements
- New store shipments past a PO cancel date are subject to a penalty and to expedited routing at vendor expense

## Shipments Launch/Seasonal Sets Program Routing

- Merchandise purchased by Kohl's for specific Launch or Seasonal Set programs may be subject to a controlled routing process outside of Kohl's general routing requirements
- Kohl's Logistics department will notify the vendor shipping contacts listed in Kohl's TMS when the vendor has purchase orders in Launch, Seasonal Set, or programs with special routing requirements
- Communication will be emailed to the vendor detailing the PO number(s) and the key target routing request date
- This email will arrive approximately two weeks prior to the PO start ship date
- Vendors will be asked to route these purchase orders separately from regular freight, by a specific due date
- Kohl's routing team will route set PO numbers together to build segregated shipments to our DCs
- This routing process allows Kohl's to build pure set trucks for delivery to our stores
- Failure to comply with the guidelines communicated for each set will be subject to compliance penalties

## Prepaid Shipment Requirements

### General Requirements

Prepaid shipments must be received at all locations no later than five days after the PO Cancel date.

- The vendor bears all responsibility for prepaid shipments including payment to carrier
- It is the vendors responsibility to go into TMS and submit routing for all domestic shipments going to any Kohl's Distribution (DC), E-Fulfillment (EFC), and Logistics Fulfillment (LFC) Centers
- Once the freight is released in TMS, please email [TMS@kohls.com](mailto:TMS@kohls.com) with all the release numbers which are in PM-REL-##### format. Send the full release including *PM-REL-* in copy/paste format in order to be changed to prepaid
- Once the release numbers are changed to prepaid, vendor will receive a confirmation email from the TMS Helpline
- Prepaid shipments will be assigned a SCAC of SPP1 as well a TP load / ME number assignment
- The SCAC and TP load / ME number can be found in TMS in the External Shipment Monitoring screen
- Vendors should have the SCAC and TP load / ME number on the Bill-of-Lading (BOL) prior to shipping
- All prepaid shipments must go directly to a Kohl's Distribution Center (DC) or e-commerce Fulfillment Center (EFC)
- DO NOT SEND PREPAID SHIPMENTS INTO A CONSOLIDATION LOCATION
- Shipments are subject to chargebacks including but not limited to Late Shipment charges. Review Vendor Compliance Schedule of Charges Chart for a complete list of chargebacks
- All Kohl's Distribution (DC) and E-Fulfillment (EFC) Centers are C-TPAT compliant. All drivers must show valid government issued ID in order to gain entry into the secured yards. Employee ID badges will not be accepted • Refusal to comply will result in failure to gain entry in any/all Kohl's yards.
- Review C-TPAT information on Page 9 or documentation on the Global Trade Compliance tab in K-Link, C-TPAT Requirements/Forms link

### Drop Unload Process

- Vendors using a Kohl's preferred carrier must follow the loading types by mode on Page 9 of this document
- **Shipments using Kohl's preferred carriers will be dropped at all Kohl's Distribution (DC) and e-commerce Fulfillment (EFC) Centers**
- Equipment is unloaded in date sequence order. Priority unloading will not be accepted
- Vendor is required to email Bill-of-Lading (BOL), in PDF format, to the following email address within 24 hours of shipment departure from origin: COC.BOL@Kohls.com

## Jewelry Shipments

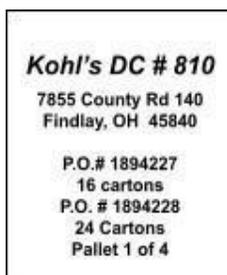
- **For all authorized prepaid shipments (Fine Jewelry and Watches)**, the total number of cartons and the total weight used to calculate the invoiced freight charges must be added to the invoice or “Electronic Data Interchange” (EDI) invoice transmission

## Live Unload Appointment Process

- The vendor is solely responsible for informing their non-preferred carrier of Kohl’s requirements for Live Unload Appointments
- A live unload appointment is granted at the discretion of Kohl’s and **should be no more than 10 pallets of stretch wrapped merchandise**
- Shipments over 10 pallets must be floor loaded and have the trailer dropped at all Kohl’s Distribution (DC) and E- Fulfillment (EFC) Centers; non-compliant carriers may be subject to refused shipment or vendor/shipper being subject to chargebacks (review *Kohl’s Vendor Compliance Schedule of Charges*)
- Do not stack freight on pallets higher than 84 inches; this prevents a Kohl’s Distribution (DC) or E-Fulfillment (EFC) from unloading the trailer using power equipment; note: Vendor must submit the ASN prior to carrier calling for an appointment. The carrier’s appointment will not be set up without a usable ASN
- Vendors are required to email the carrier a copy of the BOL in PDF format within 24 hours of shipment departure from origin, to COC@Kohls.com (this email address is for live unload appointments only)
- When requesting an appointment include the following in the email:
  - The Kohl’s location
  - Date and time the carrier is requesting delivery
  - Carrier must wait for confirmation/authorization number before delivery
- Do not contact Kohl’s Distribution (DC) or E-Fulfillment (EFC) Centers directly
- The live unload appointment must be made by the carrier by emailing COC@Kohls.com

## Palletization (Live Unloads or Pre-Approved)

- Live unload shipments must be palletized and less than 10 pallets
- Any shipment tendered to a carrier on pallets must be labeled at the carton level and must also follow the unitization and pallet marking guidelines listed below
- POs should be stacked completely before moving onto the next PO
- Guidelines for shipping multiple POs on a pallet:
  - Use a cardboard divider between layers to separate the POs
  - Note that there are multiple POs on the pallet label and list POs numbers
  - Do not stack the combination of pallets and freight higher than the trailer door
  - Use standard 48” x 40” x 4” pallets, with no loose or broken boards
- Pallet Markings
  - Apply a pallet label to all four sides of the pallet load, directly on the outside of the shrink wrap
  - Do not apply a GS1-128/SSCC-18 label to the pallet; all cartons on the pallet are required to have individual GS1-128 labels
  - In bold, legible print, list the following information on the label:
    - Kohl’s DC or eFC number and address
    - Kohl’s purchase order number(s)
    - Number of cartons on the pallet per purchase order
    - Pallet sequence number
- Pallet Label Sample (actual size is 8½” X 11”):



## Kohl's Preferred Carrier List

Prepaid shippers are strongly encouraged to ship with the following carriers				
<b>Parcel Carriers</b>				
<b>SCAC</b>	<b>Carrier Name</b>	<b>Phone</b>		
FDEN	Federal Express Ground	847-215-4328		
UPSN	UPS Ground	800-877-1497		
<b>Less-than-Truckload (LTL) Carriers</b>				
<b>SCAC</b>	<b>Carrier Name</b>	<b>Phone</b>		
ABFS	ABF Freight Systems	800-610-5544		
<b>Truckload and Intermodal (Rail) Carriers</b>				
<b>SCAC</b>	<b>Carrier Name</b>	<b>Phone</b>	<b>Email</b>	<b>Type</b>
ANSH	Alliance Shippers	913-262-7060	ANSH@kohls.com	Rail
HJBI	JB Hunt	800-723-2714 x66061	HJBT@kohls.com	Rail
HUBG	Hub Group	630-437-6245	HUBG@kohls.com	Rail
SCDS	Schneider National	920-357-5359	SCNN@kohls.com	Rail
SWIF	Swift Transportation	864-968-7801	SWFT@kohls.com	Rail
ASIV	Alliance Shippers	913-262-7060	ANSH@kohls.com	Truckload
CLLQ	XPO (formerly Coyote Logistics)	847-810-5447	CLLQ@kohls.com	Truckload
CRPS	CRST Expedited	866-490-2778	CRPS@kohls.com	Truckload
DART	Dart Transport	651-683-1470	DART@kohls.com	Truckload
HJBB	JB Hunt 360	844-407-3259	HJBB@kohls.com	Truckload
KNIG	Knight Transportation	317-390-1317	KNIG@kohls.com	Truckload
LRGR	Landstar Ranger	330-484-1766	LRGR@kohls.com	Truckload
PFYM	Maersk (formerly Performance Team)	909-894-5289	PFYM@kohls.com	Truckload
POHP	Pohl Transportation	800-837-2122 x219	POHP@kohls.com	Truckload
SCNN	Schneider National	920-357-5359	SCNN@kohls.com	Truckload
SWFT	Swift Transportation	901-344-4507	SWFT@kohls.com	Truckload
USXI	US Xpress	423-510-3227	USXI@kohls.com	Truckload
WENP	Werner Enterprises	800-228-2240	WENP@kohls.com	Truckload

# Domestic Consolidation 3rd Party Logistics Providers by Region

Vendors seeking a third party logistics provider may use one of the providers listed below, or their own resource.

## **New York/New Jersey**

GEODIS (formerly Gilbert)

1000 Riverside Drive

Keasbey, NJ 08832

SCAC: GBEA

Email: [kohlscs.cl.us@geodis.com](mailto:kohlscs.cl.us@geodis.com)

Phone: 800-245-6161

Fax: 732-709-5505

**NY/NJ Zip Codes for Commercial Zone Collect Program Charges:**

*07000 - 07999, 08600-08999, 100000-10899, 11000-11999*

## **Los Angeles**

GEODIS (formerly Gilbert)

701 Malaga Pl

Ontario, CA 91761

SCAC: GBWS

Email: [kohlscswest.cl.us@geodis.com](mailto:kohlscswest.cl.us@geodis.com)

Phone: 909-628-5968

**CA Zip Codes for Commercial Zone Collect Program Charges:**

*90000-93199*

## **Miami**

GEODIS (formerly Gilbert)

4395 W 88th St

Hialeah, FL 33018

SCAC: GLTM

Email: [kohls-cs-group.ams.miami@geodis.com](mailto:kohls-cs-group.ams.miami@geodis.com)

## **Dallas/Ft. Worth**

Performance Team (A Maersk Company)

400 Intermodal Pkwy Fort Worth, TX 76177

SCAC: GLTD

Email: [kohlsft\\_PT@maersk.com](mailto:kohlsft_PT@maersk.com)

Phone: 817-490-6600

# Kohl's Bill of Lading Example

VICS Standard format for Bill of Lading: [http://www.gs1us.org/gs1-us-library?Command=Core\\_Download&EntryId=673](http://www.gs1us.org/gs1-us-library?Command=Core_Download&EntryId=673)

Red Text Fields are required

**Date:** \_\_\_\_\_ **BILL OF LADING** Page \_\_\_\_\_

<b>SHIP FROM</b>		Bill of Lading Number: <b>Unique number here</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span>	
Name: <b>Vendor Name and Address in this box</b> Address: City/State/Zip: SID#: _____ FOB: <input type="checkbox"/>		BAR CODE SPACE	
<b>SHIP TO</b>		CARRIER NAME: <b>Carrier Name Here</b> Trailer number: <b>Trailer Number Here</b> _____ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8</span> Seal number(s): <b>Seal Number Here</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9</span>	
Name: <b>Kohl's DC Address</b> Location #: <b>DC #</b> Address: _____ City/State/Zip: CID#: <b>Kohl's TP Load Number HERE</b> FOB: <input type="checkbox"/>		SCAC: <b>Carrier SCAC Code</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9</span> Pro number:  BAR CODE SPACE	
<b>THIRD PARTY FREIGHT CHARGES BILL TO:</b>		Freight Charge Terms: <i>(freight charges are prepaid marked otherwise)</i> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10</span> Prepaid _____ Collect _____ 3 <sup>rd</sup> Party _____  <input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)	
Name: <b>DO NOT USE</b> Address: City/State/Zip:			
SPECIAL INSTRUCTIONS:			

CUSTOMER ORDER INFORMATION				
Customer Order Number <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>	# Packages	Weight	PalletSlip (Circle One)	
Kohl's PO Number(s) Listed individually	# Cartons <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>	Weight here <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>	Y	N
			Y	N
Grand Total	Total Carton	Total Weight	Y	N

CARRIER INFORMATION									
HANDLING UNIT		PACKAGE		WEIGHT	H.M. (X)	COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>	LTL ONLY		
QTY	TYPE	QTY	TYPE				NMFC #	CLAS S	RECEIVING
						Merchandise description	NMFC #		

<p>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:</p> <p><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">12</span></p> <p>*The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____ <b>Declared Value in this Box</b></p>	<p>COD Amount: \$ _____</p> <p>Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/></p>
<p><b>NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).</b></p> <p>RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.</p> <p style="text-align: center;"><span style="border: 1px solid black; border-radius: 50%; padding: 2px;">13</span></p>	

SHIPPER SIGNATURE / DATE	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">15</span> Trailer Loaded: _____ Freight Counted: _____	CARRIER SIGNATURE / PICKUP DATE
--------------------------	--	---------------------------------

<p>This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.</p> <p><b>Vendor Signature, with Date and Time</b></p>	<p><b>By Shipper</b> <b>By Driver</b></p> <p><b>By Shipper</b> <b>By Driver/pallets said to contain</b> <b>By Driver/Pieces</b></p> <p>16</p>	<p>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.</p> <p><i>Property described above is received in good order, except as noted.</i></p> <p><b>Appt Time:</b> <b>In:</b> <b>Out:</b> <b>Driver Signature:</b></p>
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## Kohl's Bill of Lading Requirements

1. Ship From (Consignor): Complete Vendor Address for all Shipments
2. Ship To (Consignee): Complete Kohl's Distribution Center address. See Appendix TR-5 Distribution Center Addresses for BOL Documents
3. Kohl's ME # / TP Load # must be provided in the CID # field
4. Kohl's Purchase Orders, list individually.
5. Carton Count, Weight per Purchase Order.
6. Total Carton Count, Total Weight of Shipment
7. Bill of Lading Number-Unique and Vendor assigned for each shipment
8. List Carrier Name, Trailer Number and Seal Number
9. Carrier SCAC Code-See TR-1 or TR-2 for Kohl's Carrier and Consolidator SCAC Codes
10. Check who is responsible for Freight Payment. This determines who is responsible for Freight Bill payment.
11. Merchandise Description including the National Motor Freight Classification (N.M.F.C) item number. See the website:  
[www.nmfta.org](http://www.nmfta.org)
12. Declared Value of the Shipment
13. Vendor Signature with Date and Time of pick up. Add Appt. Time and Load finish time for truckload shipments.
14. Loading/ Count Method-check appropriate box (Kohl's does not allow Driver Load and Count
15. Carrier Signature with Date and Time of pick up.
16. Driver Appointment Time, Arrival Time and Finish Time for truckload shipments. Additional initials required.





								<b>GRAND TOTAL</b>	

Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:  
 "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \_\_\_\_\_ per \_\_\_\_\_."

**COD Amount:** \$ \_\_\_\_\_  
**Fee Terms:** Collect:  Prepaid:   
**Customer check acceptable:**

**NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).**

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

**Shipper Signature**

**SHIPPER SIGNATURE / DATE**

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

11

**Trailer Loaded:**

**By Shipper  
By Driver**

**Freight Count**

121  
1-

**By Shipper  
By Driver/pallets said to contain**

**By Driver/Pieces**

**CARRIER SIGNATURE/ PICKUP DATE**

Carrier acknowledges receipt of packages and required placards. Carrier emergency response information was made available and/or carrier emergency response guidebook or equivalent documentation in the \_\_\_\_\_

13

*Property described above is received in good order, except as noted.*

**Appt Time:**

**In:**

**Out:**

**Driver Signature:**

14

**Sub/Underlying BOL** (Create one for each Kohl's DC) Information for the GS1 bill of lading document can be found at

Date:		<b>BILL OF LADING</b>				Page 1			
<b>SHIP FROM</b>				Bill of Lading Number: <u>Sub BOL Number Here</u> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>					
Name: <b>Vendor Name and Address Here</b> Address: City/State/Zip:  SID#: <span style="float: right;">FOB: <input type="checkbox"/></span>									
<b>SHIP TO</b>									
Name: <b>Kohl's DC Destination</b> Location #: <b>0600</b> Address: <b>Kohl's DC Address</b>  City/State/Zip: CID#: <b>Kohl's TP Load # Here</b> <span style="float: right;">FOB: <input type="checkbox"/></span>				CARRIER NAME: <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">4</span> Trailer number: Seal number(s): <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">5</span>					
<b>THIRD PARTY FREIGHT CHARGES BILL TO:</b>				SCAC: <b>Carrier SCAC Here</b> Pro number: <b>Do not assign Pro number to sub BOL</b>					
Name: Address: City/State/Zip:				7					
SPECIAL INSTRUCTIONS: <b>Master Bill of Lading Number Here</b> <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>				Freight Charge Terms: Prepaid _____ Collect <u>x</u> 3 <sup>rd</sup> Party _____					
				<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)					
<b>CUSTOMER ORDER INFORMATION</b>									
<b>CUSTOMER ORDER NUMBER</b>		<b># PKGS</b>		<b>WEIGHT</b>		<b>PALLET/SLIP (CIRCLE ONE)</b>		<b>ADDITIONAL SHIPPER INFO</b>	
Kohl's PO Number Here		# of Cartons		Weight per PO		Y	N		
Kohl's PO Number Here		# of Cartons		Weight per PO		Y	N		
						Y	N		
<b>GRAND TOTAL</b>		<b>Total Cartons</b>		<b>Total Weight</b>					
<b>CARRIER INFORMATION</b>									
<b>HANDLING UNIT</b>		<b>PACKAGE</b>		<b>WEIGHT</b>	<b>H.M. (X)</b>	<b>COMMODITY DESCRIPTION</b> <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>		<b>LTL ONLY</b>	
<b>QTY</b>	<b>TYPE</b>	<b>QTY</b>	<b>TYPE</b>					<b>NMFC #</b>	<b>CLASS</b>
						<b>GRAND TOTAL</b>			
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.						COD Amount: \$ _____		Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>	
<b>NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).</b>								RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.	
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.						_____ Shipper Signature			
<b>SHIPPER SIGNATURE / DATE</b>			Trailer Loaded: <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">11</span>		Freight Counted: <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">12</span>		<b>CARRIER SIGNATURE/PICKUP DATE</b>		

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

10

By Shipper  
By Driver

By Shipper  
By Driver/pallets said to  
contain

By Driver/Pieces

13

Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. *Property described above is received in good order, except as noted.*

Appt Time:

In:

Out:

Driver Signature:

### Master Bill of Lading Guidelines by Number:

1. Vendor Name and Address
2. Consignee (Consolidator ) Address Here
3. Master Bill of Lading Number Unique to the Master Bill of Lading
4. List Carrier Name, Trailer Number and Seal Number
5. List Carrier SCAC Code and a Single Pro Number for the Master Bill of Lading, do not assign Pro numbers to the Sub Bills of Lading/ Underlying Bills
6. List Underlying/Sub Bill of Lading numbers (One per Kohl's DC)
7. Check Master Bill of Lading Box to indicate this is the Master.
8. Freight terms for Consolidation are always Collect, check "Collect" box.
9. List the DC Destination Number from Sub/Underlying Bill of Lading and Total Cartons/Weight for the respective DC.
10. List the TP Load #s per DC in the Additional Shipper Info Field
11. List the Total Cartons and Total Weight for all Sub Bills of lading here.
9. Vendor must Sign and Date when given to carrier.
10. Load Method must be checked. (Kohl's requires Shipper Load and Count)
11. Carrier must Sign and Date at time of Pick up.
12. Driver Appointment Time, Arrival Time and Finish Time for truckload shipments. Additional initials required.

### Sub/Underlying Bill of Lading Requirements by Number:

*Key Differences from the Master BOL are highlighted in Red below*

1. Vendor Name and Address
2. **Kohl's Distribution Center Destination** and **the Carrier Authorization Number for the DC in ME # / TP # Field.**
3. Sub/Underlying Bill of Lading Number Unique to the Sub Bill of Lading
4. List Carrier Name, Trailer Number and Seal Number
5. List Carrier SCAC Code and **DO NOT assign Pro numbers to the Sub Bills of Lading/ Underlying Bills**
6. **List Master BOL Number Here**
7. Freight terms for Consolidation are always Collect, check "Collect" box.
8. **List the PO Number for the DC Shipment, Total PO Cartons/Weight**
9. **List the Total Cartons / Weight for POs listed on Sub BOL**
10. Vendor must Sign and Date when given to carrier.
11. Load Method must be checked. (Kohl's requires Shipper Load and Count)
12. Carrier must Sign and Date at time of Pick up.
13. Driver Appointment Time, Arrival Time and Finish Time for truckload shipments. Additional initials required.

## Distribution Center Address Formats for Bills of Lading

Ship To: KOHL'S DIST. CENTER - 810 7855 County Road 140 FINDLAY, OH 45840	Ship To: KOHL'S DIST. CENTER - 830 300 Admiral Byrd Drive WINCHESTER, VA 2602	Ship To: KOHL'S DIST. CENTER - 840 2015 NE Jefferson Street GRAIN VALLEY, MO 64029
Ship To: KOHL'S DIST. CENTER - 855 890 E Mill Street SAN BERNARDINO, CA 92408	Ship To: KOHL'S DIST. CENTER - 860 1600 North Business 45 CORSICANA, TX 75110	Ship To: KOHL'S DIST. CENTER - 865 3440 State Route 209 WURTSBORO, NY 12790
Ship To: KOHL'S DIST. CENTER - 875 3030 Airport Road EAST MACON, GA 31216	Ship To: KOHL'S DIST. CENTER - 885 2065 Keystone Pacific Parkway PATTERSON, CA 95363	Ship To: KOHL'S DIST. CENTER - 890 4300 MBL Drive OTTAWA, IL 61350
Ship To: KOHL'S FULFILLMENT CENTER - 816 (EFC) 1701 Trimble Avenue EDGEWOOD, MD 21040	Ship To: KOHL'S FULFILLMENT CENTER - 813 (EFC) 10201 Schuster Way PATASKALA, OH 43062	Ship To: KOHL'S FULFILLMENT CENTER - 826 (EFC) 2019 North I-35 E DESOTO, TX 75115
Ship To: KOHL'S FULFILLMENT CENTER - 836 (EFC) 9998 All Points Parkway PLANFIELD, IN 46168		

## Best Practice: Merchant Office Changes to PO

**Purpose:** Providing a better understanding of how to proceed when a merchant office updates or changes a PO.

**How to email the information to TMS Helpline:** Below are some common changes or updates a buyer may make to your purchase order and how you should proceed.

**1. Merchant office changes the ship window completely:**

- a. If you have released the PO in TMS you will need to email [TMS@KOHL'S.COM](mailto:TMS@KOHL'S.COM) the release numbers in the following listed format to be cancelled PM-REL-1231231.
- *You have to cancel the releases and re-enter in order for the PO to reflect the new ship window.*
  - *If you have not released the PO yet in TMS you do not need to do anything.*

**2. Merchant office cancels the Purchase order completely:**

- a. If you have released the PO in TMS you will need to email [TMS@KOHL'S.COM](mailto:TMS@KOHL'S.COM) the release numbers in the following listed format to be cancelled PM-REL-1231231.
- *You have to cancel the releases so no carriers are assigned and try to pick up the PO.*
  - *If you have not released the PO yet in TMS you do not need to do anything.*

**3. Merchant office changes the units they want shipped.**

- a. If you have released the PO in TMS you will need to email [TMS@KOHL'S.COM](mailto:TMS@KOHL'S.COM) the release numbers in the following listed format to be updated:
- For example: "Please update releases"  
 PM-REL-222222 crtns 220 Cubes 320CF WEIGHT 1,000lbs  
 PM-REL-222223 crtns 230 Cubes 340CF WEIGHT 2,000lbs
- *You have to update the releases to reflect what you are shipping so the DC's can process correctly.*
  - *If you have not released the PO yet in TMS you do not need to do anything.*

**4. Units in TMS are different than units EDI'd**

- a. Contact your merchant office immediately to confirm correct units that need to be shipped.
- i. *If the units do not match the merchant office will need to open a ticket with EOC/IT Dept*

## **Best Practice: Emailing TMS Helpline**

**Purpose:** Providing a better understanding of how to email TMS Helpline to receive quicker responses

**How to email the information to TMS Helpline:** Below are some common e-mails received by TMS Helpline. This TMS tip will provide e-mail templates of the necessary information for timelier responses.

### **Updating, Changing, or Canceling Releases**

Clearly state what needs to be done with the release.

1. To update a release(s), the vendor will need to list the releases in the body of the email in copy & paste format a. For example: "Please update releases"

PM-REL-222222 crtns 220 Cubes 320CF WEIGHT 1,000lbs

PM-REL-222223 crtns 230 Cubes 340CF WEIGHT 2,000lbs

b. Please be advised that TMS cannot update releases that have been assigned to FDEN (FedEx)

2. Please be advised that based on the number of release changes requested and work load volumes the Routing Department may cancel your release(s) and ask that you re-enter (ONLY if you are updating releases)

3. To cancel routing on releases the vendor will need to list them in the body of the e-mail in copy & paste format.

For example: "Please cancel the following releases"

PM-REL-222252

PM-REL-222253

4. To have a release(s) added to a load that are currently assigned, make sure to list the load number and releases numbers that will need to be added in the body of the e-mail in copy & paste format. (TMS cannot combine releases together after they have been entered into TMS unless they have been assigned a load number)

For example:

"Please add releases to load 299999999" PM-REL- 223358 PM-REL-223359

5. To have releases changed to PREPAID they have to be entered into TMS. Then email TMS Helpline the releases listed in copy & paste format.

For Example:

"Please change the following releases to Prepaid" PM-REL-245698 PM-REL-245699

### **Consecutive shipments**

When the vendor has 2 loads shipping in the same ship week going to the same destination i.e. same DC, please follow these guidelines.

- If a carrier rescheduled a load into the next week: Email TMS the ME#(s) for consideration of an exemption from same or consecutive day shipments. It is no longer necessary to provide TMS with the ME#(s) for on-time shipment(s) potentially shipping on the same or consecutive day. As long as you have notified TMS that the carrier has pushed your load to the following week (and exemptions were not denied due to late routing or missed carrier contact deadlines), the exemptions requested will cover same or consecutive day shipments for both the on-time and pushed shipments.
- If you have 2 loads because the information was not entered into TMS correctly. Please list the load numbers that the vendor would like to have combined and TMS Helpline can request that Kohl's routing department combine the loads. (If you are not sure how to enter PO's together please follow instructions on K-Link (link.kohls.com): [Step by Step User Guide](#).)
- If you have a load going to i.e. DC 810 and XDCK DC 810 please e-mail [TMS@kohls.com](mailto:TMS@kohls.com) and ask if the loads can be combined.

# Transportation FAQs

## Some common routing/transportation questions answered:

**1. When entering a routing request does the vendor have to enter each PO individually? Can multiple POs shipping to the same DC be entered at once?**

- a. ANSWER: If the vendor only receives one PO for brick and mortar DCs and one for ecom you will enter individually. If you receive more than one PO for either type of facility the vendor will enter by facility using the following instructions... **TMS Step by Step User Guide, Combining Releases** or

**2. When submitting a routing request is the vendor entering the piece (unit) total for each PO?**

- a. ANSWER: When selecting a facility for a release it will have how many PCS (units) are supposed to be released for that Facility.

Release Qty	Weight	Volume	Hand
6	PCS	0.0	LBS 0.0 CF

6 PCS would be released for this facility. (Unless otherwise stipulated by the buyer)

**3. Will a PO(s) be closed once all units are selected /shipped against it? What happens if a vendor needs to ship against the PO once it is closed can the vendor reopen the purchase?**

- a. ANSWER: The PO automatically closes.

**4. Can the vendor add a new PO to an open/existing routing request? Is this done in TP? Please provide detailed instructions.**

- a. ANSWER: Email TMS Helpline to have a release or releases added to a load the vendor is currently assigned to. Make sure to list the load number and what releases would need to be changed in the body of the email in copy & paste format. (TMS **CANNOT** add releases together after they have been entered into TMS unless they have been assigned a load number)

For example: Please add releases to load 299999999 PM-REL223358 PM-REL-223359

**5. If the vendor enters routing with a specific cube and the vendor finds out that there are cube changes can the vendor edit the cube?**

- a. ANSWER: Email TMS Helpline to update a release or releases. List the release(s) and cube in the body of the email in copy & paste format: For example: "Please update releases"  
PM-REL-222222 crtns 220 Cubes 320CF WEIGHT 1,000lbs  
PM-REL-222223 crtns 230 Cubes 340CF WEIGHT 2,000lbs  
Please be advised that based on the number of release changes requested and work load volumes the Routing Department may cancel your release(s) and ask that you re-enter (ONLY if you are updating releases)  
Please be advised that TMS/Kohl's **CANNOT** update releases that have been assigned to FDEN (FedEx)

**6. Do shipments get assigned an approval number per DC/ CUBE/ PO?**

- a. ANSWER: When the vendor enters PO(s) into TMS they will generate a release number. This release number is unique to each PO/facility. This number will contain all the information and is what is assigned to loads.

**7. Will the release number need to be confirmed once it has been generated?**

- a. ANSWER: The vendor should always check to make sure a PO has gone through by checking in Order Management under the release tab. Instructions: TMS Step by Step User Guide

**8. How soon can the vendor schedule a pick up after a carrier has been assigned?**

- a. ANSWER: The vendor can contact the carrier to schedule an appointment as soon as a carrier is in "Tender Accept" status.

**9. Once a pickup has been assigned is there a possibility the carrier can change?**

- a. ANSWER: YES! Please always double check load information before shipping a load out. Information on a load can change at any time for many reasons. The Vendor must ALWAYS want to double check and make sure nothing has changed before shipping a load out.

**10. If the vendor has submitted one routing request in a week are the vendors able to ship multiple times in a week? Or will the vendor only be able to ship only once a week?**

- a. ANSWER: Depending on the way the vendor's freight has been routed will determine how many loads will ship out in a week. If the vendor's freight was split onto multiple loads, please contact TMS helpline to see if they can be combined.

**11. TMS step-by-step manual states that the vendor can route using our vendor ID?**

- a. ANSWER: Yes the vendor can use the vendor ID number to enter for routing and will need to when combining POs for routing. If this number has not been provided to the vendor by Kohl's buying office, email [TMS@KOHL'S.COM](mailto:TMS@KOHL'S.COM), provide a PO number, and ask them to provide this number.

**12. Who does the vendor notify if a carrier does not show up on its scheduled pick up date?**

- a. ANSWER: A new appointment must be coordinated directly with the carrier. The only reasons to contact TMS helpline are A) if a carrier is scheduling the load past the cancel date of the PO(s) or B) if the carrier has re-scheduled more than 3 times or is not responding to requests for appointment scheduling.

**13. What is the difference between a Domestic Consolidation provider and a Third Party Logistic (3PL) provider?**

- a. ANSWER: It may be a Kohl's in-house consolidation point or 3PL.

**14. Can the vendors obtain a list of the Kohl's Distribution Centers, including addresses?**

- a. ANSWER: This information is located on page 27 of this document.

**15. If shipping to a consolidator would our approval indicate if pallets are required for the approved shipment?**

- a. ANSWER: The only times the vendors are approved to ship on pallets are A) if the vendor "mode" comes back LTL (less than truckload) or B) if carrier specifies they want like the vendor to load on pallets, in this instance please have driver sign BOL stating they requested the vendor to load on pallets.

**16. Is the manifest something the vendor should use along the side of the BOL?**

- a. ANSWER: Yes. The manifest will list load number, carrier information, what is shipping on that load and what stop you are on the load. The manifest will also show weight and cubic feet of each release that is shipping on that load so you can make sure it is correct.

**17. Does the vendor need to provide the carrier with a Master Manifest? Is the Master Manifest system-generated? Is the Master Manifest required? If so where can we download the Master manifest?**

- a. ANSWER: The Master Manifest is for the vendor to use and does not have to be given to the carrier. Once a load has been assigned and the carrier is in "tender accept" status, click it open by clicking on the little paper box located next to the load number in External Shipment Monitoring in TMS.



**18. Is there a load plan for how the purchase orders need to be specifically loaded in the truck? ANSWER: Packing of Trailers:**

- Load trailers in purchase order sequence.
- Pack one purchase order completely before loading the next purchase order.
- Load in purchase order line sequence when possible.
- Shipment loading for all domestic shipments is the responsibility of the vendor - if a driver is required to load or count a shipment, all related charges from the carrier plus a handling charge will be assessed to the vendor.
- ICf esnhtipepr ilnogcatotioanc. onsolidator, merchandise must be segregated and loaded by Kohl's Distribution

**19. For multiple stops, are load bars required? If load bars are required who will provide the load bars, the Shipper or carrier?**

ANSWER: Multi-Stop Truck-load/Intermodal: Floor load and brace with cardboard or load bars (*always load high & tight*) Securing the load is the responsibility of the vendor. Therefore, the vendors will need to supply the load bars.

**20. In the event the vendor encounters an overflow, where re-entry of the shipment was loaded/shipped, and the balance did not fit, A.) Will the PO be opened? B.) Does the vendor ship as usual? C.) Does the vendor have to reference an approval number of some sort?**

ANSWER: Per Kohl's Overflow guidelines:

**When encountering an overflow:**

Please take photographs of the trailer prior to loading your merchandise on multi-stop truckloads including the following: additional photographs:

1. Photograph of the trailer number
2. Photograph of the previous stop to indicate how full the trailer was and how it was loaded
3. Photograph of a carton from the previous stop
4. Photograph of the end of the trailer from the outside

Contact the TMS Helpline at [TMS@kohls.com](mailto:TMS@kohls.com) with the following information:

1. Include the TP Load Number / ME # in the subject line of the email
2. Attached all photographs to the body of the email
3. Amount of space the previous stop(s) take up on the trailer - ex. ¼ OR ½ trailer
4. Confirm if the previous stop(s) was loaded high and tight and floor loaded
5. Confirm that the trailer is 53 foot
6. Confirm the purchase order number(s) and the distribution center(s) your company has remaining
7. Confirm the cube of the overflow

**Note: please load as much of the original shipment as possible, even if it requires splitting a purchase order**

Please contact our TMS Helpline with any questions.

**21. How long must a vendor wait to re-release overflow freight?**

- a. ANSWER: If the PO(s) are past the cancel date the vendor will have to contact your merchant office to obtain an extension before re-entering, as TMS will not route PO(s) entered past cancel. If the vendor chooses to re-enter right away there could be possible charges for multiple routings in a week.

**22. It appears an ME number is assigned once the PO has been approved to ship?**

- a. ANSWER: A TP load number or ME# is assigned when a shipment has gone through the system and it has built a load to ship that freight on.

**23. If the ME number is assigned after the cancel date can the vendor still proceed with shipping with no issues?**

- a. ANSWER: A carrier may accept a load past the cancel date. If this happens, the vendor will need to provide an email from the carrier stating the carrier is doing so. This email needs to be **FORWARDED** to [TMS@kohls.com](mailto:TMS@kohls.com). Include the name of the Vendor and POs that are shipping past cancel. This is to ensure an appointment is made for the load. The carrier may request that the vendor get an extended cancel date.

**24. Are there scenarios where a vendor will need to ship to an address not listed on the order? If the vendor encounters this situation will a Manual BOL be acceptable to use? Does the vendor need to re-label each address with the new ship to address?**

- a. ANSWER: This should not occur as the ship-to location is determined by the PO issued. If vendors see any discrepancies they should email TMS Helpline to have the incorrect release canceled and will then enter for the correct facility

**24. How do I correctly cube a shipment that has been approved to ship on pallets (i.e. CDU)?**

- a. TMS will assume that you are able to double stack your freight. If you cannot double stack your pallets, you need to cube them at 150 CF. Doing so will account for the empty space above your freight, so the system doesn't think it is usable space. If you can double stack, you will cube your pallets as 75 CF. If they are not regular sized pallets, and if they cannot be double stacked, you will cube them to the ceiling of the trailer.

## **Kohl's TMS Tips for Shipping via FedEx (FDEN)**

**When shipping via FedEx, please use following steps to ensure product is shipped appropriately:**

- Login to FedEx.com and open the Ship Manager form
- Ensure 'Service Type' in Box 3 is set to 'FedEx Ground'
- Ensure 'Bill Transportation To' in Box 4 is set to 'Collect (Authorized Ground Accounts Only)'. ☐ Enter the TP number in the 'Your Reference' field

**Kohl's does not provide account numbers for FedEx loads, so vendors do not need an account number in order to ship collect to Kohl's Distribution Centers**

- If you are tendered as a parcel carrier (UPS or FedEx), each carton will be assigned its own TP load #/ME
- Please select one (1) TP load #/ME # per DC when entering in the information on the parcel carrier's website ☐ PO # should be listed in 1<sup>st</sup> Reference Field

Send only one (1) EDI ASN 856 transmission per Distribution Center (DC) destination with one (1) of the TP load #'s/ME #'s

Please direct EDI 856 ASN questions to the Kohl's EDI Team at EDIMIO@kohls.com

No BOL is needed for parcel shipments

### **General Reminders**

- Kohl's does not arrange carrier pick-ups on behalf of vendors; it is a vendor's responsibility to schedule appointments directly with the assigned carrier
- Review Transportation Routing Requirements for more information on K-Link at <https://link.kohls.com>
- The TMS Helpline should only be contacted for password resets. All other inquiries should be directed to Kohl's TMS Helpline
- Failure to set up FedEx Collect correctly may result in a vendor being billed for the shipment, rather than Kohl's; Kohl's is unable to reverse any of these types of billing charges; a vendor should then contact the appropriate Kohl's buying team for potential resolution of the issue

### **TMS Helpline Contact Information:**

Email: TMS@kohls.com

Phone: (262) 703-7718

Hours of operation: Monday through Friday, 6:00 a.m. to 3:00 pm Central Time

*In order to better serve our customers, Kohl's initiative is to direct all inquiries to e-mail TMS versus calling the help line.*