

# **KOHL'S**

## **International Shipping Requirements**

This document outlines Kohl's requirements for International Shipments.

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## **International Shipping Requirements**

This section provides shipping instructions for those orders for which transfer of ownership from the vendor to Kohl's is at a foreign location and Kohl's is responsible for the payment of ocean freight and U.S. Customs entry fees.

- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to ship cartons with GS1-128 carton labels
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to transmit a factory ASN to the appropriate Kohl's Freight Forwarder

### **Shipment Forwarding Information**

- Forwarding information for overseas FOB (Free on Board/Ship Locations) points are provided in the letter of credit instructions or with the Kohl's purchase order
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to transmit a factory ASN to the appropriate Kohl's Freight Forwarder
- Letter of credit/direct import vendors may utilize CY (factory loaded containers)
- Contact the forwarder at origin for cutoff times and schedules

### **Shipping Process**

- Kohl's x-factory windows indicate the time of delivery required at origin to either the overseas consolidator or origin terminal
- Orders are required to ship at one time and complete
- Deviation from the planned x-factory window requires buyer approval
- Overage outside of tolerance requires a PO update and a new EDI transmission; tolerance for import purchase orders is 2%
- Kohl's requires all import vendors (Li & Fung, Letter of Credit and Direct Import) to ship cartons with GS1-128 carton labels

### **Booking**

- Booking with the freight forwarder is required fourteen (14) days prior to the start of the x-factory window to ensure vessel space and equipment availability
- Vendor must submit correct and complete shipping instructions (SI) documents to Kohl's appointed consolidator by the consolidator's SI submission cutoff. Required documents include:
  - Container load plan
  - Packing list
  - Shipment Release Authorization (if applicable)
- Failure to submit these documents by the consolidator's SI submission cutoff could result in delayed shipments and/or chargebacks

### **Export License**

- Vendor must submit a correct and complete export license (when applicable)
- Export license must be submitted to Kohl's appointed consolidator before the forwarder will release carrier equipment to the vendor
- Kohl's appointed consolidator will verify the export license quantity against the booking quantity

### **ASN (Advance Shipment Notice)**

- Vendor must submit proper ASN level information including GS1-128 carton records and related transmitted data to Avery Dennison based on pre-determined cutoffs
- Failure to provide accurately labeled cartons and related data will result in a penalty to the vendor

Ship Mode	Production Countries	ASN Submission Timing
Ocean - CFS	All	Before cargo arrives at freight forwarder warehouse
Ocean - CY	All - except Central America, Mexico, Haiti, Dominican Republic	Before sailing date
	Central America*, Mexico, Haiti, Dominican Republic	Before cargo arrives at freight forwarder warehouse
Air	All	Before cargo arrives at freight forwarder warehouse

\*Central America includes Guatemala, Belize, Honduras, Nicaragua, Costa Rica, and Panama

### **Import Late Shipment and Applicable Penalties**

- A direct import purchase order (PO) that has delivered to the origin port in order to meet the original timing is considered on-time
  - CY shipments: POs delivered later than the original x-factory window yet meet the CY cutoff of the originally-planned vessel are considered on-time
  - CFS shipments: POs delivered within the original x-factory window are considered on-time
  - CFS/CY shipments:
    - CFS portion must be delivered within the original x-factory window
    - CY portion must be delivered to meet the cutoff of the originally-planned vessel
    - A CY/CFS PO must travel on the same vessel
- A direct import PO that has not been delivered as described above is eligible for an import late shipment penalty
- If merchant office approval is requested and approved for a direct import PO to ship late without a late shipment penalty, an EDI 850 or 860 must be re-transmitted, prior to the original x-factory window, with an entirely new x-factory window (i.e., with a new 3-day window)
- E-mail documentation and/or PO special instructions are not permitted as exemptions from a direct import late shipment penalty

### **Avery Dennison InfoChain Express (ICE) Application**

- Import vendors and/or factories are required to use a software application created by Avery Dennison called InfoChain Express (ICE) to fulfill these requirements
- Avery Dennison is the sole provider for this requirement
- Vendors will not be able to use any other carton label or ASN application for Kohl's import orders
- Avery Dennison InfoChain Express (ICE) application provides vendors the ability to:
  - Print carton labels
  - Perform shipment scanning
  - Generate a factory ASN as required by Kohl's
- Vendors need to contact Avery Dennison directly to determine a specific solution that best meets their company's needs and the financial costs involved
- It takes approximately eight (8) weeks to get complete set up on one of the Avery solutions

- Once the vendor has chosen a solution and signed up with Avery Dennison, please refer to Kohl's Standard Operating Procedures (SOP) for specific details regarding Kohl's requirements, including compliance information, pertaining to the ICE system
- The SOP document is located on the Kohl's ICE portal: <http://network.infnexus.com>
- Kohl's requires vendors to get set up, trained and certified on the Avery Dennison ICE application within eight weeks after the first import Purchase Order is approved in Kohl's system
  - Once the eight week period is over vendors are required to label their import cartons
  - Provide a factory ASN to the freight forwarders

### **Listing of Avery Representatives:**

To initiate Avery ICE registration, please contact:

Sales Representative: Hillary Song  
 Email: [hillary.song@ap.averydennison.com](mailto:hillary.song@ap.averydennison.com)  
 Cell: +86 189 221 95824  
 Office Tel: +86 20 3233 5651

All other inquiries regarding the Avery ICE process, please contact:

Avery Dennison Support Mailbox:  
[Software.Support@ap.averydennison.com](mailto:Software.Support@ap.averydennison.com)

### **General Compliance Information**

- Vendors must be compliant with Kohl's import rules and requirements
- Failure to be compliant with these rules and requirements may result in vendor chargebacks
- New vendors will not be charged for non-compliance during the 8-week set up period
  - This period begins when the first import purchase order is approved in Kohl's system
- Once the 8-week set up period is over, Kohl's will not exempt vendors and/or factories from:
  - Shipping purchase orders without GS1-128 carton labels
  - Sending a factory ASN
- For questions regarding this information, please contact:
  - One of the Avery Dennison contacts in the above list
  - Kohl's EDI Team: [edimio@kohls.com](mailto:edimio@kohls.com)

### **Loading Requirements**

- Factories are allowed to load their own containers (CY shipping), provided that Kohl's loading requirements are met:
  - 20' Dry: 28 CBMs - Can only be used when dictated by weight
  - 40' Dry: 58 CBMs
  - 40' High Cube: 68 CBMs
  - 45' High Cube 78 CBMs
- If the total CBMs do not meet the minimum loading requirements, either the entire shipment or the portion of the shipment remaining must be processed through Kohl's nominated consolidation warehouse
  - Using a 20' Container for reasons other than weight will result in a \$500 charge
  - Failure to follow these requirements will result in dead freight charges equal to the portion of the container not utilized and possible loss of CY (container yard) privileges

### **Loading CY**

- Vendor must load container per the submitted load plan in PO/UPC order within the container

- Failure to load the container in PO/UPC order will result in additional handling fees from the U.S. de-consolidator, which will be charged to the shipping vendor/factory
- The vendor cannot substitute POs or cartons
- Failure to follow this requirement could impact Kohl's ability to clear merchandise through U.S. Customs timely and accurately. Containers loaded with discrepancies versus the stated load plan will be subject to a penalty
- Purchase order is not allowed to be split into two containers unless the volume exceeds one container
- Purchase order is not allowed to ship on more than one vessel
- Partial shipment is not allowed unless approved by Kohl's Transportation department

### **Loading CFS**

- Kohl's freight forwarders provide consolidation services. See the forwarder contact information by origin listing sections of this publication
- Vendor must have qualified administrative staff available during normal CFS operating hours to resolve issues
- Failure to have available resources at the vendor's location could result in delayed shipments and a penalty assessed to the vendor
- Vendor must provide all necessary paperwork and freight based on published CFS cutoffs for the CFS freight
- Commercial documents must be turned over to the freight forwarder.

### **Air Shipments**

- Supplier's responsibility
  - Booking air with Yusen
  - Using Yusen eInvoice to get KDC from Li & Fung
  - Prepare Yusen eInvoice (with actual receiving data) and upload KDC in Yusen Vantage portal
  - Settle Yusen local charges and Air Freight Forwarder local charges, then, collect original
  - FCR from Yusen
  - Submit Yusen eInvoice and original FCR to Li & Fung to get payment
- Timeline
  - One day or before Cargo Delivery to air freight forwarder, supplier needs to prepare eInvoice in Yusen Vantage Portal and send to Li & Fung to get the KDC
  - After cargo deliver, supplier needs to prepare the Factory ASN
  - Supplier will go to Yusen Vantage portal to submit the eInvoice and upload KDC
  - Supplier settles Yusen local charge & collect original FCR

### **Kohl's Container Shipment Expectations**

#### **General Expectations**

- Packed Containers have to be weighted prior to loading aboard the ship
- The shipper will be responsible for obtaining the Verified Gross Mass (VGM)
- Without VGM submitted by the VGM cutoff, the container will not be loaded

#### **Kohl's Expectations for CY**

- Shippers will implement procedures to verify VGM prior to 1 July 2016
- Shippers will Communicate VGM:
  - To Yusen through Griffin Supplier Portal

- o To Expeditors through VGM document upload (OMB / Expo Booking)
- Required Elements
  - o Carrier Booking Number or BL Number
  - o Container Number
  - o VGM Weight (Unit of Measurement, in KG or LBS)
  - o Name of Authorized Person (in Capital Letters)
  - o Method of Weighing (Method 1 or Method 2)
  - o Name of Weighing Party (Name, Address, and Contact details)
  - o Weight Determination Date/Time
  - o VGM Reference #/VGM “Certificate” reference (optional; based on local country regulation)
- Yusen/Expeditors will submit VGM to carrier
- Carrier will submit VGM to origin terminal to allow in-gate

**Kohl’s Expectations for CFS**

- Shipper/Supplier/Vendor will submit accurate cargo weight when creating booking with Yusen/Expeditors
- Yusen/Expeditors will receive, weigh cargo, and enter the VGM into the required system
- Yusen/Expeditors will submit VGM to carrier
- Carrier will submit VGM to origin terminal to allow in-gate

**Document Turnover Timing Matrix**

- The turnover timing matrix should be used by vendors at origin to establish when documents are due to the Kohl’s designated ocean forwarder before shipment can occur.

Origin	From Sailing (Includes Sail Date)	Includes Weekends?
Kenya	7	Yes
South Africa	10	Yes
All Others	4	Yes