



Invoicing and AP Resource Guide

This document contains Kohl's Invoicing and Accounts Payable requirements for vendors doing business with Kohl's, Inc.

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Invoicing Requirements

- All invoices are required to be sent via the 810 EDI Invoice document. Refer to the EDI publications found on K-Link for mapping directives
- The Purchase Order (PO), Invoice and the Verified Receipts must match for the invoice to be paid automatically
- Vendor must invoice for full item costs as specified on the Kohl's PO
- Off-invoice discounts applied by vendors will not prevent Kohl's system from taking discounts and may result in duplicate discounts applied
- Standard terms are **Net 75** and are based on the receipt of goods (ROG) at each DC/EFC/Retail Store, not the Ship or Invoice dates
- Split shipments will result in full payment of the original invoice and a shortage deduction for the units not received at the time the invoice is released. Once the additional units are received they will match up to the shortage invoice and be paid out to the vendor
- A credit to offset the shortage deduction will appear on the payment cycle after the balance of merchandise is received
- Vendor should invoice by DC at a purchase order level; invoicing by store is allowed, but not recommended
- Fixtures and other items "not for resale" should be invoiced separately from merchandise items
- Freight charges can be included on the merchandise invoice when applicable and approved
- Invoice-related questions should be sent to the lettered in-boxes listed in the "contact information" section of this document

Payment Policy

In the event payment of an invoice subject to a cash discount is delayed as a result of a debit balance or hold on the vendor's account, the discount will be deemed to have been earned. All payment transactions are subject to a post audit review.

Disputes

Vendors must provide written documentation, via email regarding payment **disputes within six months** of the invoice payment date, unless otherwise noted below.

For all disputes, vendors must submit via email:

- The Kohl's Vendor Name in the subject line
- PO Number, disputed document number from remittance, and dollar amount of the issue
- One payment dispute email per PO Number

Shortage Claims

- The dispute window for shortage claim disputes is six (6) months from Kohl's receipt of goods
- Shortage claim disputes must be sent to the corresponding email address listed in the "Contact Information" section of this document
- Shortage claims begin with the letter "R" and end with "SHTG"

- Include supporting documentation (e.g. Bill of Lading, Proof of Delivery, invoice copies)
- Include the PO # and Shortage/Invoice # in subject line of email
- Submit a separate email for each PO; multiple shortages for the same PO may be grouped into one email
- The shortage will be initiated by the A/P Team and then researched by the Order Verification and Transportation Teams. Once a determination has been received the A/P rep will update the vendor. Response time can take up to 6-8 weeks

Return-to-Vendor (RTV) Claims

- RTV claim disputes must be sent to the corresponding email address listed in the “Contact Information” section of this document
- The dispute window for shortage claim disputes is sixty (60) days from Kohl’s receipt of the invoice
- Include the type of dispute being submitted for the RTV, i.e., discount, shortage, damage, cost issue, with a copy of the corresponding invoice
- Include the units relating to the dispute: the quantity, the SKU(s), and gross dollar amount
- Provide the details of units received versus units not received
- Additional resources may be found on K-Link, under *Resources => Logistics => Reverse Logistics*

Dispute Response Process

Please allow 10 business days for a response on a payment dispute

Remittances

- Remittances are sent via EDI 820, which includes the details of shortages and cost price differences under the IT1 segments.
- Hard copies of Return Debits, Callbacks, Transportation Charges, Markdown Allowances, Audit Debits and Vendor Compliance statements are sent to the vendor by the individual department claiming the deduction.

Handling Charges

Kohl’s reserves the right to assess handling charges for:

- Sending duplicate invoices
- Not complying with EDI invoice mapping requirements
- Other discrepancies that hinder Kohl’s ability to process vendor invoices
- Requests for copies of documentation previously provided

Paper Checks

Mail to Kohl’s corporate address:

Kohl’s, Inc.

c/o Bank Reconciliation

N56 W17000 Ridgewood Drive

Menomonee Falls, WI 53051

AP Mailing/Billing Address

Kohl's, Inc.
c/o Accounts Payable Department
N56 W17000 Ridgewood Drive
Menomonee Falls, WI 53051

Contact Information

Import Merchandise

All inquiries, including International Freight, Drayage, Deconsolidation, & Broker should be sent to:
AP-Import.Invoices@kohls.com

Domestic Merchandise

All domestic vendor merchandise inquiries should be sent to the corresponding email address per the table below

- For vendor names that begin with a number, use the address that it would be if spelled alphabetically (for example, a vendor name 80 (*eighty*) Steps, Inc. would send AP correspondence to: AP_Merch_Vendor_E@kohls.com)
- For additional email addresses for specific claim types, vendors should utilize "Kohl's Supply Contacts" publication on K-Link, under *Resources => Logistics*

Vendor Correspondence Email Address	Description
AP_Merch_Vendor_A@kohls.com	Merchandise vendors starting with the letter A
AP_Merch_Vendor_B@kohls.com	Merchandise vendors starting with the letter B
AP_Merch_Vendor_C@kohls.com	Merchandise vendors starting with the letter C
AP_Merch_Vendor_D@kohls.com	Merchandise vendors starting with the letter D
AP_Merch_Vendor_E@kohls.com	Merchandise vendors starting with the letter E
AP_Merch_Vendor_F@kohls.com	Merchandise vendors starting with the letter F
AP_Merch_Vendor_G@kohls.com	Merchandise vendors starting with the letter G
AP_Merch_Vendor_H@kohls.com	Merchandise vendors starting with the letter H
AP_Merch_Vendor_I@kohls.com	Merchandise vendors starting with the letter I
AP_Merch_Vendor_J@kohls.com	Merchandise vendors starting with the letter J
AP_Merch_Vendor_K@kohls.com	Merchandise vendors starting with the letter K
AP_Merch_Vendor_L@kohls.com	Merchandise vendors starting with the letter L
AP_Merch_Vendor_M@kohls.com	Merchandise vendors starting with the letter M
AP_Merch_Vendor_N@kohls.com	Merchandise vendors starting with the letter N
AP_Merch_Vendor_O@kohls.com	Merchandise vendors starting with the letter O
AP_Merch_Vendor_P@kohls.com	Merchandise vendors starting with the letter P
AP_Merch_Vendor_Q@kohls.com	Merchandise vendors starting with the letter Q
AP_Merch_Vendor_R@kohls.com	Merchandise vendors starting with the letter R
AP_Merch_Vendor_S@kohls.com	Merchandise vendors starting with the letter S
AP_Merch_Vendor_T@kohls.com	Merchandise vendors starting with the letter T
AP_Merch_Vendor_U@kohls.com	Merchandise vendors starting with the letter U
AP_Merch_Vendor_V@kohls.com	Merchandise vendors starting with the letter V

AP_Merch_Vendor_W_to_Z@Kohls.com	Merchandise vendors starting with letters W, X, Y, or Z
ap_merch_sephora@kohls.com	All Sephora merchandise vendors
AP-IMPORT.LCOADI@kohls.com	Merchandise vendors for orders with Kohl's listed as importer-of-record

Explanation of Codes Listed on Remittance Reports

Invoice Source Code	Description
A04	Discount Repayment (From an Invoice)
A05	Shortage Deduction Repayment (Repaying a M12 Deduction)
A06	Cost Price Deduction Repayment (Repaying an M10 Deduction)
A07	Markdown Repayment (Markdown Reversal)
A08	Buyer Approved Repayment
A09	Repayment for NOM (Not Our Merchandise) Returned Return
A11	Collect Program - Pickup/Consolidation Fees
A1E	Unit Cancellation Reimbursement (DSNCompliance@kohls.com)
A1F	Unit Cancellation Charge (DSNCompliance@kohls.com)
A1G	Delinquent Order Charge Repay (DSNCompliance@kohls.com)
A1H	Delinquent Order Charge (DSNCompliance@kohls.com)
A20	Callback Deduction
A23	New Receipt Return Deduction
A24	Markdown Allowance - Cost & Retail
A26	Markdown Allowance - Cost Only
A2I	Manual Repay Profit Assist
A2S	Import Miscellaneous Charge Adjustment (Repayment to the Vendor)
A2T	Import Miscellaneous Credit Adjustment (Deduction to the Vendor)
A30	Commercial Zone Multi-Stop Fee
A38	Import Miscellaneous Charge Adjustment (Repayment to the Vendor)
A39	Import Miscellaneous Credit Adjustment (Deduction to the Vendor)
A3B	Import commission payment
A3H	Compliance Freight Charge
A3I	Compliance Freight Credit
A3U	Compliance PO Fill Charge
A3V	Compliance PO Fill Credit
A41	Miscellaneous Charge Adjustment (Repayment to the Vendor)
A42	Miscellaneous Credit Adjustment (Deduction to the Vendor)
A54	D&D Deduction (Returned Merchandise that is Defective or Damaged and is Debited & Destroyed)
A55	RTV Deduction (Returned Merchandise that is Defective or Damaged and is Returned to the Vendor)
A5B	Repaying RTV/Callback/New Receipt Return Deductions or Shortages
A6A	Compliance Management Charge
A6B	Compliance Management Credit
A7E	Repayment For Allowance Profit Assist

A91	Quarterly Manual Broadcast Optimization Deduction
A9C	Recovery Audit Repayments - Recovery.Audit@Kohls.Com
A9D	Recovery Audit Claims - Recovery.Audit@Kohls.Com
A9N	AP Review Claims - apreview@Kohls.Com
A9P	AP Review Repayment - apreview@Kohls.Com
A9W	Incorrect Shipping Charge (DSNCompliance@kohls.com)
A9X	Incorrect Shipping Charge Reimbursement (DSNCompliance@kohls.com)
AAC	Kohl's Direct Ship Program Fee
M01	Merchandise Vendor Invoice Payment
M0B	New Store Discount (Applied only to items on the PO that were shipped to a New Store)
M10	Cost Price Deduction
M12	Shortage Deduction
M15	"Do Not Pay" charges - Handling Fee Deduction (Direct Ship PO's only) or Taxes