KOHL'S — New Vendor Checklist

	Task	Duration	Form	Form Location	Kohl's Owner	Merchant	Vendor
1	**Vendor identified & merchandise is a fit** for Kohl's, relationship is starting	Varies	N		Merchant	x	x
2	**Merchant completes the following Kohl's-specific information** within the New Vendor Setup Packet: 1. General Information Form 2. Financial Solvency Form 3. Standard Vendor Agreement	Varies	Y	myKohl's/All Departments/Merchandising/Planning & Allocation/Resources/Merchant Forms & Spreadsheets/Forms	Merchant	x	x
3	**Complete Vendor-specific information** (completed by merchant or vendor): 1. General Information Form 2. Standard Vendor Agreement 3. Addresses Form 4. EDI Trading Partner Agreement	Varies	Y		Merchant	x	x
4	**Merchant submits New Vendor Setup Packet** to BOPS.Vendors@kohls.com, it is **uploaded to DocuSign** and sent out for Electronic Signatures (if completed accurately).	Varies	Y		Merchant	x	x
5	The **vendor is set up in Kohl's vendor system,** assigned to a merchandise department(s) and a brand(s). Kohl's uses either the Vendor's DUNS number or a system-assigned as the vendor number.	**2 business days** from submission if complete	Y	Email to merchant requestor	BOPS.Vendors@kohls.com	x	x
6	Merchant **shares vendor number** with their business partner	Varies	N	Email to Vendor	Merchants	x	x
7	**Vendor attends monthly New Vendor Webinar**	Varies	N	Vendor will receive calendar invite	Vendor.Services@kohls.com		x
8	**EDI set up and testing** by verifying & entering: 1. EDI Requirements 2. Authorized Third Party UPC Catalog 3. Signed Trading Partner Agreement	**6** Business Days on avg. **1** day if error free	N	Field on General Information tab and tab in New Vendor Set Up Packet	edimio@kohls.com		x
9	Vendor submits **Vendor Compliance Mailbox Form**	Upon Reciept of Vendor Number, but no later than 90 days after shipment	Y	New Vendow Welcome email Also located on https://link.kohls.com/	vendor.compliance@kohls.com		x
10	Locate **Compliance Portal** and register for access (This is where all non-compliance notifications are sent.)	Varies	N	https://kss.traversesystems.com/#/login	vendor.compliance@kohls.com		x
11	Review **Kohl's Shipment and Packaging** requirements	Varies (should be a "before PO writing" discussion)	N	https://link.kohls.com/resources/subcategory/shipment-preparation-and-packaging	vendor.services@kohls.com	x	x

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12	Review **Schedule of Charges**	Varies	N	https://link.kohls.com/resources/subcategory/vendor-compliance	vendor.compliance@kohls.com		x
13	Review **Routing Guide** and **TMS Tutorials**	2 weeks prior to routing first PO	N	https://link.kohls.com/resources/subcategory/transportation	TMS@kohls.com		x
14	Kohl's **Purchase Order is created**, approved and transmitted via EDI to the vendor	Varies	N		Merchant	x	x
15	Vendor **registers for K-Link Access,** using valid PO and vendor number supplied by merchant (step 6)	Varies	N	https://link.kohls.com/	Kohl's Help Desk 262-703-1515		x
16	Vendor **sets up Kohl's shipping locations** in their systems, using Kohl's Contact List	Varies	N	https://link.kohls.com/resources/subcategory/transportation	edimio@kohls.com		x
17	Vendor Submits **TMS Implementation Form** using valid PO and vendor number supplied by merchant	Upon PO Receipt	Y	New Vendow Welcome email Also located on https://link.kohls.com/	TMS@kohls.com Helpline: (262) 703-2000		x
18	**Enter r**outing request in Transplace on the Wednesday prior to PO start ship date	1 day	N	https://www.transplace.com/	TMS@kohls.com		x
19	**Monitor** vendor-created compliance mailbox for **daily notifications** and **weekly statements** of compliance charges	Varies	N	https://kss.traversesystems.com/#/login	vendor.compliance@kohls.com		x
20	Vendors are required to **review** any **updates** to shipping, packaging, and any other vendor requirements	Varies	N	https://link.kohls.com/resources/subcategory/monthly-updates	vendor.services@kohls.com		x