How do I receive alerts from onePLM? (External)

There are (2) types of alerts generated from onePLM:

Email Notifications

Dashboard Alert

How do I know which alerts will be in email, and which will be on my dashboard?

You can refer to the "onePLM Alerts Reference List" on K-Link

K-Link > Login>Resources>Private& Exclusive Brands > onePLM
or
K-Link > >Resources > onePLM

Alerts will generate in one of two ways:

Kohl's will select your vendor name/ID within a which generates the alert(s)

Common Examples
- Kohl's sends you an offer for a style
- Kohl's sends you a sample request
- Kohl's comments on a sample you sent
- Kohl's sends you a threaded message

You will sign up for the alert(s)

Common Examples
- I wish to receive an alert every time an attachment is added or deleted on a style
- I wish to receive an alert every time the Bill of Materials tab is updated

How do I know when I will need to sign up for alerts?

The alerts that you would need to sign up for, should you choose to, are associated with the style Style Overview :

- Attachments tab   - Constructions tab   - Colorways
- Design Intent tab   - Bill of Materials (BOM) tab - Size Ranges
- Instructions tab   - Style Overview
- Constructions tab

In order to receive these Style Overview related alerts, you must sign up for them on EACH STYLE

How do I sign up for the Style Overview related alerts?-

1. Navigate to the **Style Overview** page of the style
2. Scroll over to the right
3. In the upper right hand corner, select the bell icon
4. In the first section, select **This Style**

Change Alert Subscription	⊗

Select documents you are interested in:

☐ All Styles where I am an actor

☑ This Style

You are not an actor on this document. If you are interested in alerts for this document select "Style" check box.

Why can't I select "All Styles Where I am an Actor?" Because you are not an actor on the Style Overview. Only Kohl's associates are actors here. This is why, if you want to receive these alerts, you must sign up for them on each style.

5. Make your selection(s)

Select sections you are interested in:

☐ All Sections

☐ Attachment	☑ Bill of Material	☐ Button Construction
☐ Colorways	☐ Construction	☐ Design Intent
☐ Events	☐ Instruction	☑ Materials
☐ Notes	☑ Offers	☐ Size Ranges
☐ Standards	☑ Style Overview	☐ Treatments

6. These selections will automatically go to your dashboard. If you would also like to receive them via email, make the below selection:

Additionally deliver alerts to:

☐ Email

7. If you decide to receive the alerts also via email, choose how often you would like to receive them:

How often should the alerts be emailed?

◉ As they happen ○ Once a day

How do I access my dashboard alerts?

1. Navigate to the **ALERTS** section on your dashboard
2. Click on one of the bulleted lines (all your alerts will appear on the next page)
3. Review your alerts and select any of the links if needed
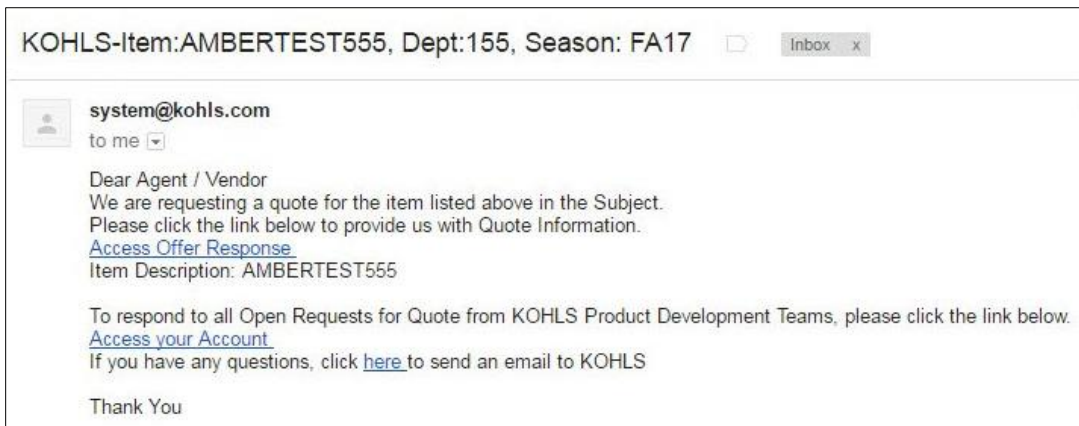
ALERTS	new
▬ Available Material Palette	24

	Subject	Time
☐	Request for Quote - Offer# 1392139	2017-02-20 16:56:11

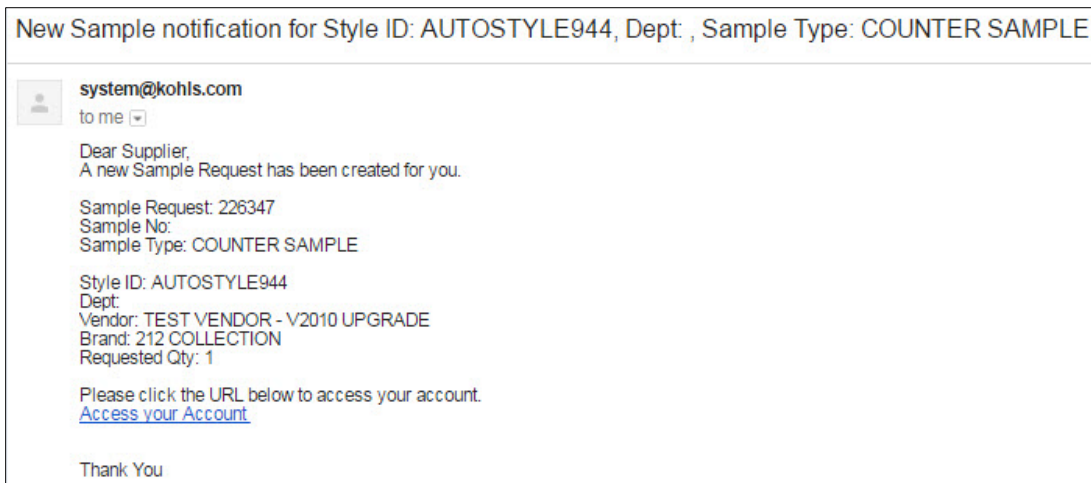# What do I do when I receive an email alert?

Offer Response Emails
If already logged into onePLM, select the **Access Offer Response** link to directly access the offer response of the style
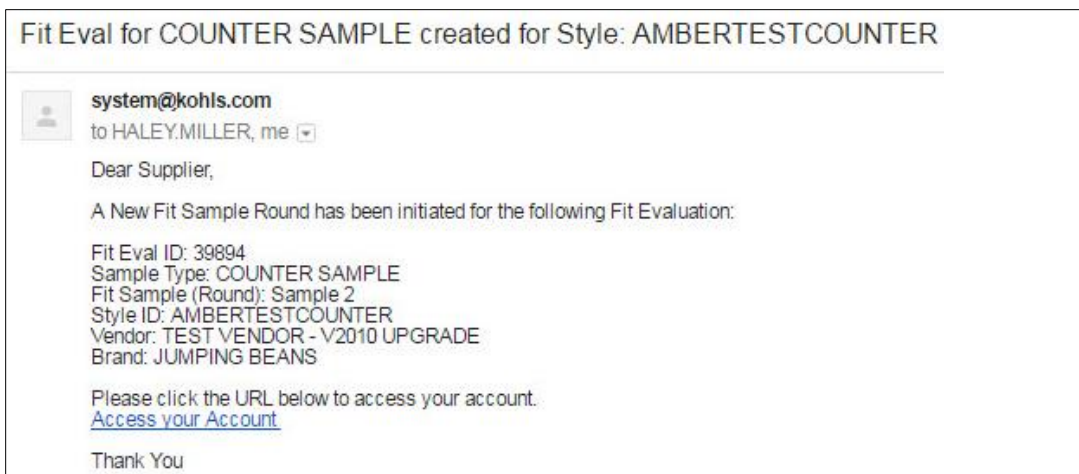

Sample Notification Emails
Do not use the link provided in the email – Instead login to onePLM and search for the sample request or sample evaluation

Fit Eval Notification Emails
If already logged into onePLM, select the **Access your Account** link to navigate directly to the fit eval

<u>Style Overview Alert Email-</u>
Login to onePLM and take action if needed

Updated PRE-DEVELOPMENT SAMPLE for Style ID: ALYSSATEST0522, by VENDOR W/AGENT

system@kohls.com
to ALYSSA.CANAK ▼

Dear Supplier,
VENDOR W/AGENT has made changes for the following Sample Request.

Style ID: ALYSSATEST0522
Sample Request: 414805
Sample No: 781890
Sample Type: PRE-DEVELOPMENT SAMPLE
Vendor: TEST VENDOR - V2010 UPGRADE
Brand: BRAND X
Requested Qty: 1

Updates Made:
- Comments Updated

<u>Threaded Message Alert Email</u>
Login to onePLM and take action if needed

Message from AMBER NIGHBOR for Style ID: AMBERTEST0208 Regarding Material Change - REF-ID=uN4w35xlzTtf3
ZaRnrcnJNr1Sr/6znz4Z0qlpEKmAc33lOfjF4oveT8DLOOYNuxtz70tlon7kHFBeiEfSgA5+hxLo8JrrQNhJ5zTBvEgtlw=

Inbox x

tradeengines@kohls.com   11:24 AM (0 minutes ago) ☆
to me ▼

Hello,
The following comment has been posted by AMBER NIGHBOR
for Style ID: AMBERTEST0208
ID No: 35662
Subject: Material Change

Pls note that the material content has changed for this style. The BOM has been updated to reflect the accurate content.

Please click the URL below to access your account
https://oneplm.kohls.com/TradeEngines

Thank You

<u>Submit Notification Emails</u>
Login to onePLM and take action if needed

NEW SUBMIT NOTIFICATION:

Request for New Submit 272067

mio-pdteam@kohls.com
to me ▼

Dear

This email is to inform you that a request has been made for new Submit: 272067. This Submit is attached to Style(s) and Season FA16 and
Brand CROFT & BARROW. Please log into OnePLM to view more details around this request.

Thank You

<u>Other Email Alerts</u>
Either select the link provided or login to onePLM and take action if needed

FAQ'S & Troubleshooting:

I want more than one person at my company to receive email notifications—How can we all receive them?

Only one email address can be associated with your vendor profile record. We recommend that you create a group email, then request that your vendor profile record be updated with the new email address. For any type of onePLM profile change requests, email KT-PDadmin@kohls.com

I was supposed to receive email notifications but did not—What do I do?

First, ask Kohl's if the alert is associated with your vendor name or your own user name.

> Examples: If Kohl's requested samples and selected your vendor name (i.e. Great Clothing Inc) on their request, then the alert pulled from the onePLM vendor profile record. If Kohl's selected your name (i.e. Jane Smith) in a threaded message, then the alert pulled from your onePLM user profile record.

Next, email KT-PDadmin@kohls.com and ask that they provide you with the email currently listed. If it needs to be updated, provide them with the correct email address.