

KOHL'S

Invoicing

This document contains Kohl's Invoicing and Accounts Payable Process required in doing business with Kohl's, Inc.

Invoicing

Contents

Invoicing Requirements	3
Payment Policy	3
Disputes	3
Dispute Response Process	3
Remittance	4
Handling Charges	4
Paper Checks	4
AP Mailing/Billing Address	4
Contact Information	4

Invoicing Requirements

- All invoices are required to be sent via the 810 EDI Invoice document. Refer to the EDI section of this portal for mapping directives.
- The Purchase Order (PO), Invoice and the Verified Receipts must match for the invoice to pay out 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 60 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.
- Please email invoice related questions to the corresponding lettered inboxes listed on page 4 & 5.

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

Vendor must provide written documentation, via email regarding payment disputes within **six months** of the invoice pay date.

Vendor must submit:

- Your Kohl's Vendor Name in the email subject line
- One payment dispute email per each PO Number
- Include PO Number, disputed document number from remittance, and the dollar amount of the issue
- Include supporting documentation (e.g. Bill of Lading, Proof of Delivery, invoice copies)

Dispute Response Process

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

Remittance

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 our 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 Questions including International Freight, Drayage, Deconsolidation, & Broker:

AP-Import.Invoices@kohls.com

Domestic Merchandise Questions:

- Please redirect all domestic merchandise correspondence to the following based on the first letter of your vendor name with Kohl's.
- If your vendor name begins with a number, please email the address that it would be if you spelled it alphabetically (ex. Vendor name "Smith" would send inquiries to AP_Merch_Vendor_S@kohls.com).
- For a Sephora Vendor, all inquiries would go to AP_Merch_Sephora@kohls.com
AP_Merch_Vendor_A@kohls.com
AP_Merch_Vendor_B@kohls.com
AP_Merch_Vendor_C@kohls.com
AP_Merch_Vendor_D@kohls.com
AP_Merch_Vendor_E@kohls.com
AP_Merch_Vendor_F@kohls.com

AP_Merch_Vendor_G@kohls.com
AP_Merch_Vendor_H@kohls.com
AP_Merch_Vendor_I@kohls.com
AP_Merch_Vendor_J@kohls.com
AP_Merch_Vendor_K@kohls.com
AP_Merch_Vendor_L@kohls.com
AP_Merch_Vendor_M@kohls.com
AP_Merch_Vendor_N@kohls.com
AP_Merch_Vendor_O@kohls.com
AP_Merch_Vendor_P@kohls.com
AP_Merch_Vendor_Q@kohls.com
AP_Merch_Vendor_R@kohls.com
AP_Merch_Vendor_S@kohls.com
AP_Merch_Vendor_T@kohls.com
AP_Merch_Vendor_U@kohls.com
AP_Merch_Vendor_V@kohls.com
AP_Merch_Vendor_W_to_Z@kohls.com