

KOHL'S

Landed Database User Guide for Vendors

This document outlines Kohl's Requirements for Landed Database document entry.

This documentation covers the entry and management of Freight Authorizations for Landed PO Shipments.

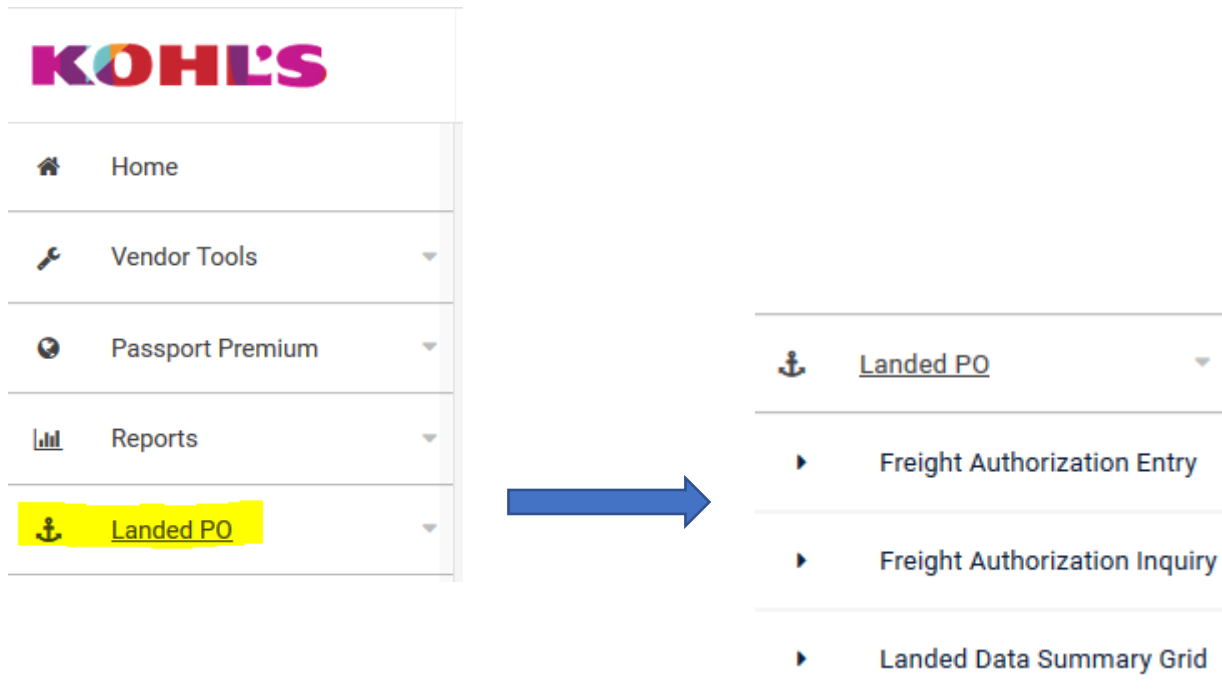
There are three (4) primary functions for the Landed PO entry:

- 1) Freight Authorization Entry
- 2) Delivery Order (DO) and other document Upload
- 3) Freight Authorization Inquiry
- 4) Landed Data Summary Grid

| Contents | Pages |
|---|---------|
| Freight Authorization Entry & Delivery Order Upload | 3 - 12 |
| Freight Authorization Inquiry | 13 - 14 |
| Landed Data Summary Grid | 15 - 18 |

Freight Authorization Entry

- To enter your Freight Authorization, log on to the <https://kss.traversesystems.com/#/login> website
- Once logged in, you should choose the “Landed PO” menu option
 - When you expand the “Landed PO” menu option, you will be presented options for
 - Freight Authorization Entry
 - Freight Authorization Inquiry
 - Landed Data Summary Grid



- Use the Freight Authorization Entry screen to enter NEW Freight Authorizations (FA)
- Use the Freight Authorization Inquiry to list FAs you have entered, and select one from the list to delete or update
- Use the Landed Data Summary Grid (LDSG) to review the details of EXISTING FAs entered by you. The LDSG will show a record for every PO you entered on containers for your FAs.

Freight Authorization Entry

- When you select the Freight Authorization Entry option, the application will launch a new window, which you can use to enter your Freight Authorization. See below.
- The application will create a unique FA number for you to use to track your entry – see box 1.
- The FA entry process iterates you through the entry of each container for the FA until you are done

Freight Authorization Entry

Freight Auth

Freight Auth Num: 43

Freight Auth Date: 07/14/2019

Vendor: --

POE: --

Vessel ETA: --

Vessel Name: --

Terminal: --

Contact Name: --

Contact Email: --

Contact Phone: --

Header Area

Freight Authorization Details

Container | Container Details | Documents

No Containers

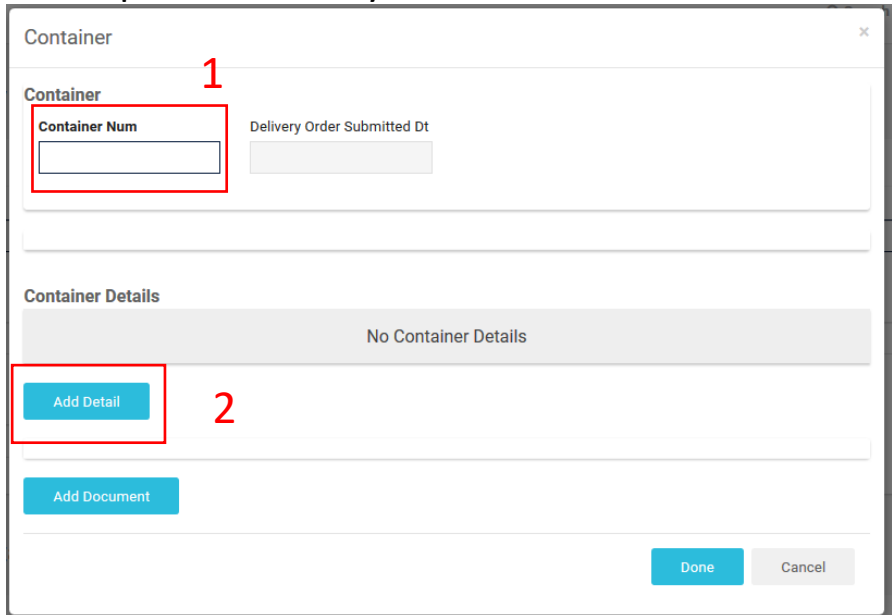
Add Container

Save | Save & Add | Cancel

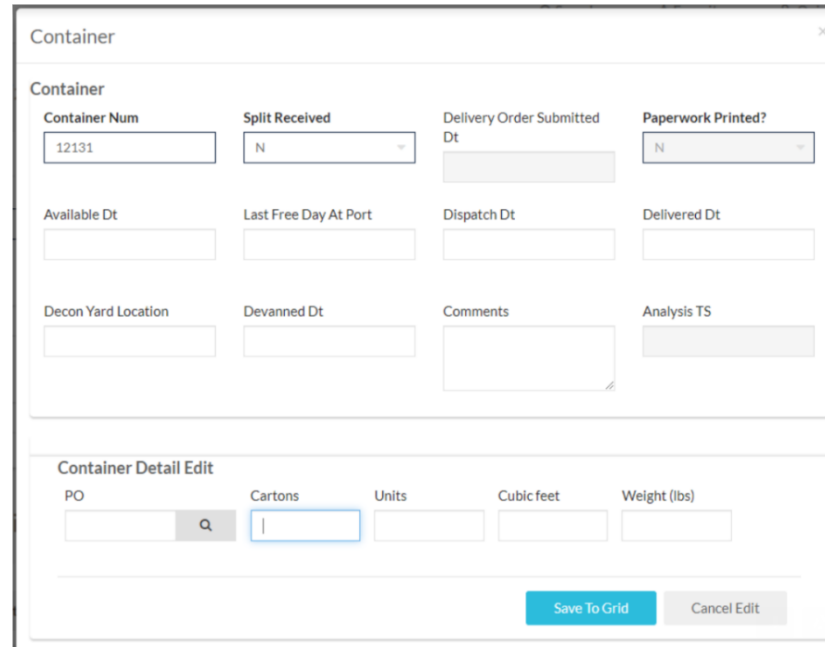
- To enter your FA, first select the vendor number for which you are entering the FA. You may have only ONE vendor number tied to an FA.
- Next select from the drop down list the Port of Entry (POE) to which you are shipping, and fill out the remaining fields on the FA “header” – the top section of the entry pop up
- To begin entering containers and Delivery Order (DO) documents, click on the Add Container link (box 2)

Freight Authorization Entry

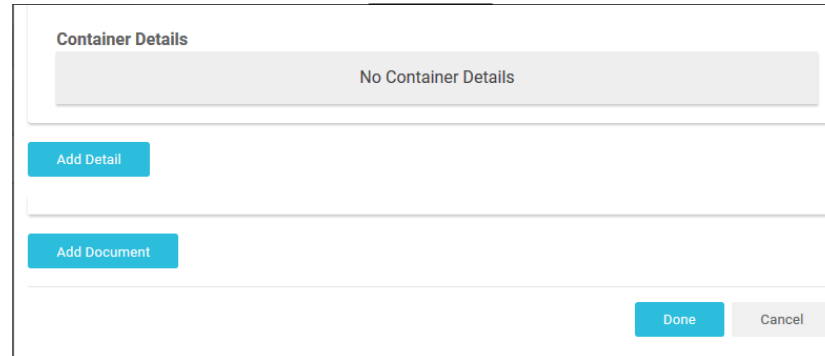
- Begin the Container entry by first keying the Container number into the entry field (box 1)
- Then click on the Add Detail link to begin entering the PO details for the POs shipping in the Container (box 2)
- When you click the Add Detail box, the center area of the pop up will expand to allow you to enter POs



The screenshot shows the 'Container' form. A red box labeled '1' highlights the 'Container Num' input field. Another red box labeled '2' highlights the 'Add Detail' button. The 'Container Details' section shows 'No Container Details'. At the bottom, there are 'Add Document', 'Done', and 'Cancel' buttons.

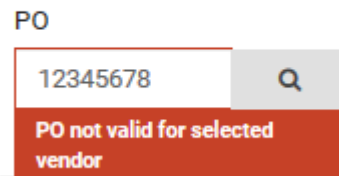


The screenshot shows the expanded 'Container' form. The 'Container Num' field contains '12131'. The 'Split Received' dropdown is set to 'N'. The 'Delivery Order Submitted Dt' and 'Paperwork Printed?' dropdowns are also set to 'N'. Below these are fields for 'Available Dt', 'Last Free Day At Port', 'Dispatch Dt', and 'Delivered Dt'. Further down are 'Decon Yard Location', 'Devanned Dt', 'Comments', and 'Analysis TS'. The 'Container Detail Edit' section has a search icon and a 'PO' field. Below this are 'Cartons', 'Units', 'Cubic feet', and 'Weight (lbs)' fields. At the bottom right are 'Save To Grid' and 'Cancel Edit' buttons.



The screenshot shows the 'Container Details' section with a grey bar indicating 'No Container Details'. Below this are 'Add Detail' and 'Add Document' buttons. At the bottom right are 'Done' and 'Cancel' buttons.

Container Detail Edit



The screenshot shows the 'Container Detail Edit' form. The 'PO' field contains '12345678'. A red error message at the bottom reads: 'PO not valid for selected vendor'.

Container Detail Edit

PO number is not a valid Landed PO. This PO number data will be saved, but you need to contact the KOHLS buying team to update the PO number.

- Enter the first PO you wish to add to the container, and enter the carton, units, cube and weight for the PO. As you tab out of the PO number field, the application will perform validation on the PO to make sure the PO meets certain criteria – e.g. the PO is a valid PO number and belongs to the vendor number for which you are entering the FA, and the PO is a “Landed” PO type. See potential error messages below.

Freight Authorization Entry

- After you have entered your PO data, click the Save to Grid link (box 1)

Container Detail Edit

PO Cartons Units Cubic feet Weight (lbs)

[Save To Grid](#) [Cancel Edit](#)

- To enter another PO against the container, simply click into the PO field and enter it. Iterate through the process of adding POs with their detail and clicking on the Save to Grid link for all the POs for the container. The diagram on the right has had 2 POs entered against the container
 - Note: As you enter each PO and click the Save to Grid link, the PO and its data will be saved to the Container Details data grid
 - You can use the Edit and Remove links (box 2) to either edit the values entered for a PO, or remove the PO entirely
- Attach an image file copy of your Delivery Order (DO) by clicking on the “Add Document” link at the bottom of the Container Entry screen (box 3)

Container Detail Edit

PO Cartons Units Cubic feet Weight (lbs)

[Save To Grid](#) [Cancel Edit](#)

Container Details

All Filter Results... [Reset](#)

| | PO | Cartons | Cube | Weight |
|---|----------|---------|------|--------|
| Edit Remove | 05525214 | 40 | 400 | 400 |
| Edit Remove | 07402964 | 50 | 500 | 500 |

Viewing 1 - 2 of 2 records. Items per page: 100

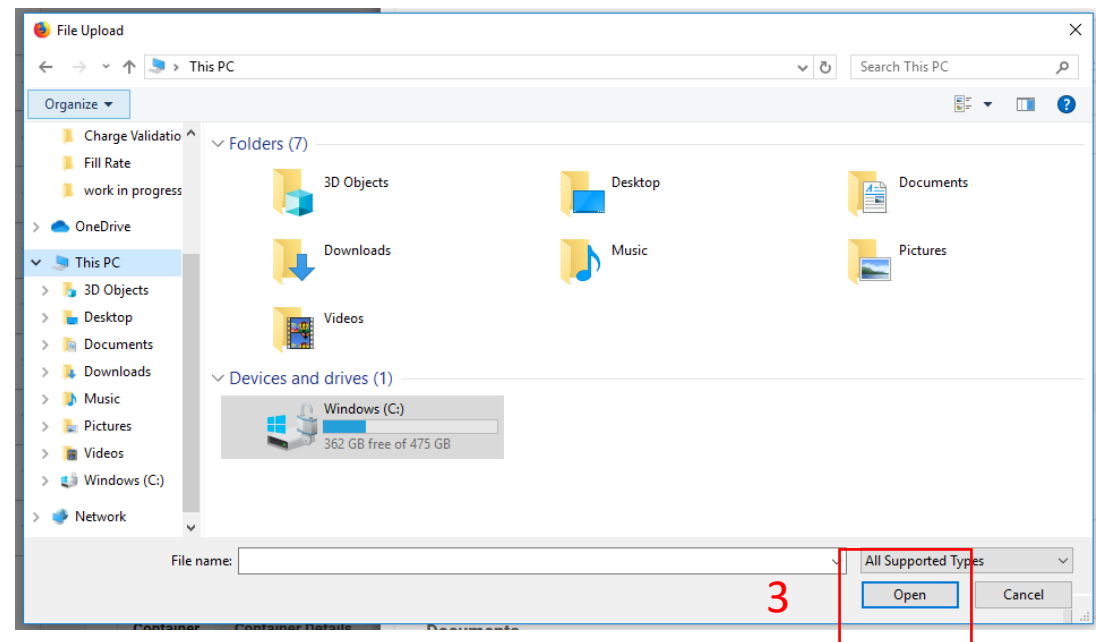
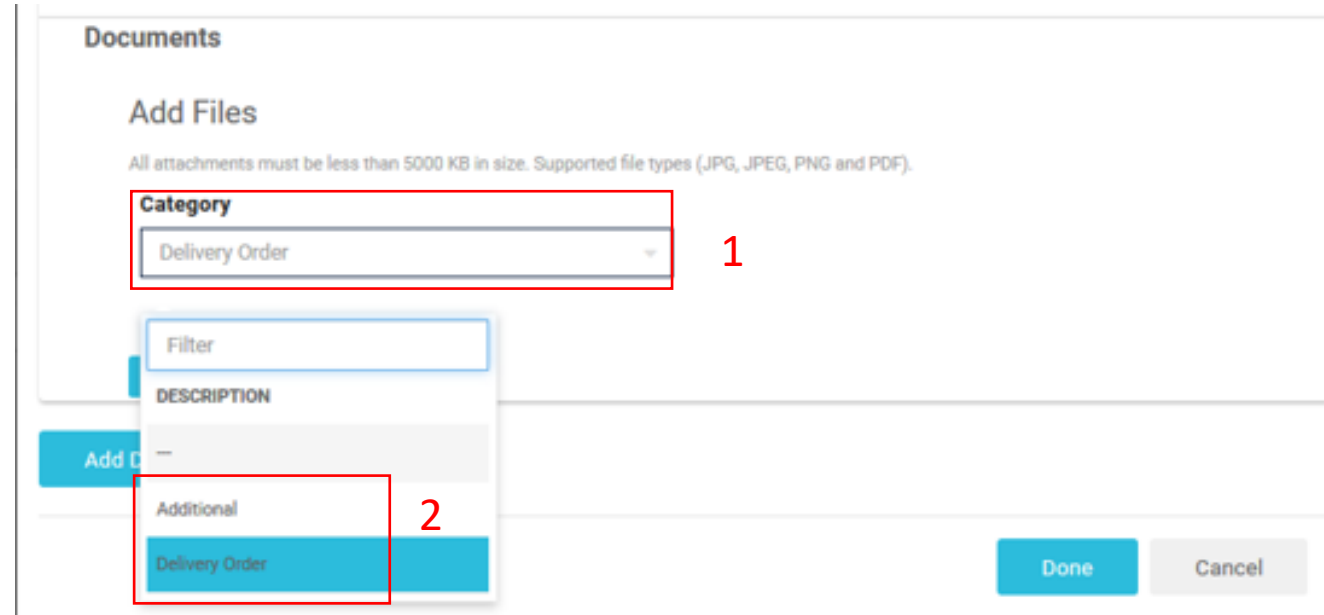
[Add Detail](#)

[Add Document](#)

[Done](#) [Cancel](#)

Freight Authorization Entry

- When you click the Add Document link, the Document Entry dialogue area will expand. You may add your DO document, or also other documents – e.g. packing lists and manifests. You MUST attach at least the DO.
 - First use the “Category” drop down to select the type of document you are adding (box 1). Click on the down arrow to show the filter selections, and then select “Delivery Order” to upload your DO. For any other document, us the “Additional” option (box 2).
 - To add your DO document to the container, click on the Add File link. Note – Your DO should be an image file format like .pdf, .jpg, or .jpeg
- After you click on the Add File link, a new dialogue box will pop up. Use the navigation functions to find the DO document on your computer’s hard drive or a share drive. Click on the image to select it, and then click on the “Open” link at the bottom of the dialogue box (box 3).



Freight Authorization Entry

- After you click the “Open” link, the application will add the chosen image to the “Documents” area of the Container Entry screen
- If you wish to add another image, click on the “Add File” link again (box 1).
- When you are done entering documents, click on the “Done” link (box 2)
- The application will close the entry for the Container and take you back to the FA Entry screen, where you will see a data grid titled “Freight Authorization Details” populated with each container you have entered against the FA.

Documents

Add Files

All attachments must be less than 5000 KB in size. Supported file types (JPG, JPEG, PNG and PDF).

Category

Delivery Order

 **MDGC0029.JPG**
Size: 377.29 KB File Type: image/jpeg
Container Num: 654654654
Category: Delivery Order
[Remove](#)

1 [Add File](#) [Use Camera](#)

[Add Document](#)

2 [Done](#) [Cancel](#)

Freight Authorization Details

Container Container Details Documents

Q All Filter Results... [Reset](#)

| | Container Number | Split Received? | Delivery Order Submitted Date | Paperwork Printed? | Available Date | Last Free Day At Port | Dispatch Date | Delivered Date | Decon Yard Location | Devanned Date | Comments |
|---|------------------|-----------------|-------------------------------|--------------------|----------------|-----------------------|---------------|----------------|---------------------|---------------|----------|
| Edit Remove Add Doc | 6546464 | N | | N | | | | | | | |

Viewing 1 - 1 of 1 records. Items per page: 100

[Add Container](#)

[Save](#) [Save & Add](#) [Cancel](#)

Freight Authorization Entry

- The Container Summary area of the FA Entry screen has 3 tabs – Container, Container Details, and Documents (box 1)
 - The “Container” tab shows you the list of containers that have been associated to the FA
 - The “Container Details” tab will show you all the PO level detail for the containers entered for the FA
 - The “Documents” tab will show you all the DO and “additional” documents you have submitted for the different containers you have entered against the FA.
- You can use these tabs to review your entry prior to saving the FA
- NOTE: If you navigate away from Freight Authorization Entry screen before you click on the “Save” or “Save & Add” links at the bottom of the screen, you WILL LOSE your work.

Freight Authorization Details

Container Container Details Documents 1

Filter Results... Reset

| Container Number | Split Received? | Delivery Order Submitted Date | Paperwork Printed? | Available Date | Last Free Day At Port | Dispatch Date | Delivered Date | Decon Yard Location | Devanned Date | Comments |
|---|-----------------|-------------------------------|--------------------|----------------|-----------------------|---------------|----------------|---------------------|---------------|----------|
| Edit Remove Add Doc 6546464 | N | | N | | | | | | | |

Viewing 1 - 1 of 1 records. Items per page: 100

Add Container

Save Save & Add Cancel

Freight Authorization Entry

- To edit container information, use the “Container” tab - your options are to “Edit”, “Remove”, or “Add Doc” (box 1)
- Clicking the “Edit” link will open the Container Entry pop up where you can add, remove, or modify PO information for the chosen container (Image 1)
- Clicking the “Add Doc” link will open the Document Entry pop up box where you can add new documents or remove documents you have already added for the chosen container (Image 2)
- To entirely delete the container and the documents associated to it, click on the “Remove” link. NOTE: If you remove the container and its documents, you cannot recover them. If you remove the container by mistake, you will need to re-enter all the data for the container and associate your documents again.

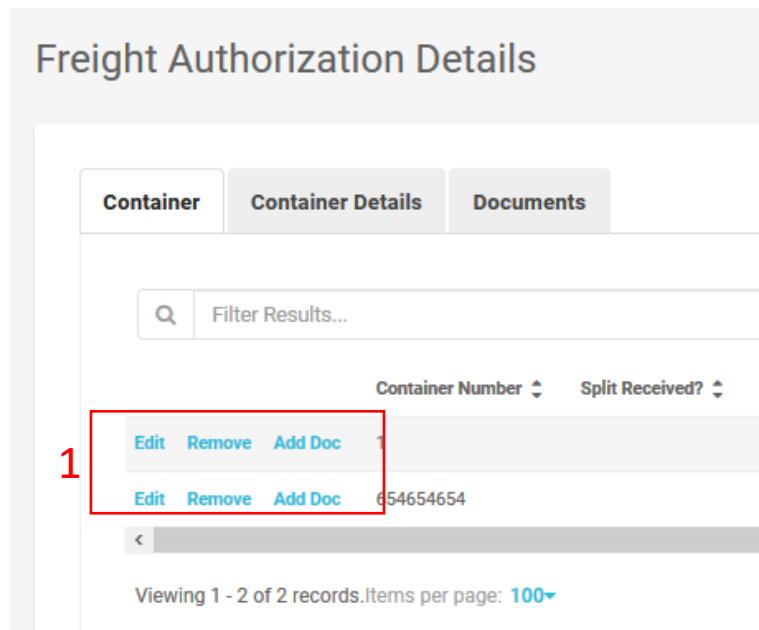


Image 1

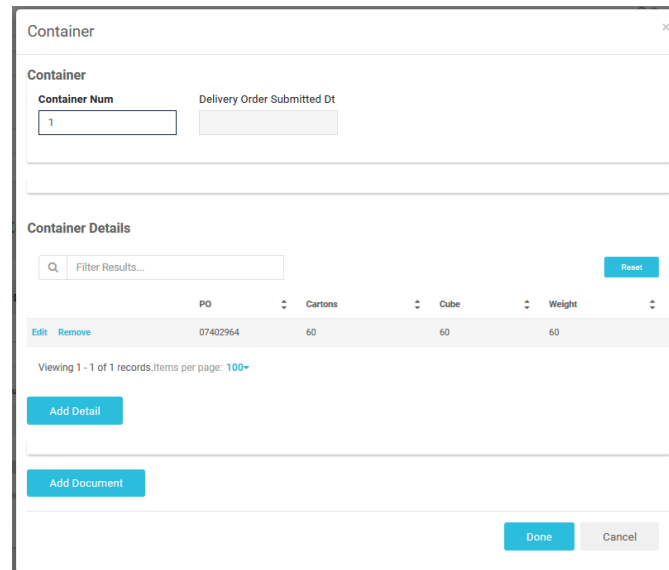
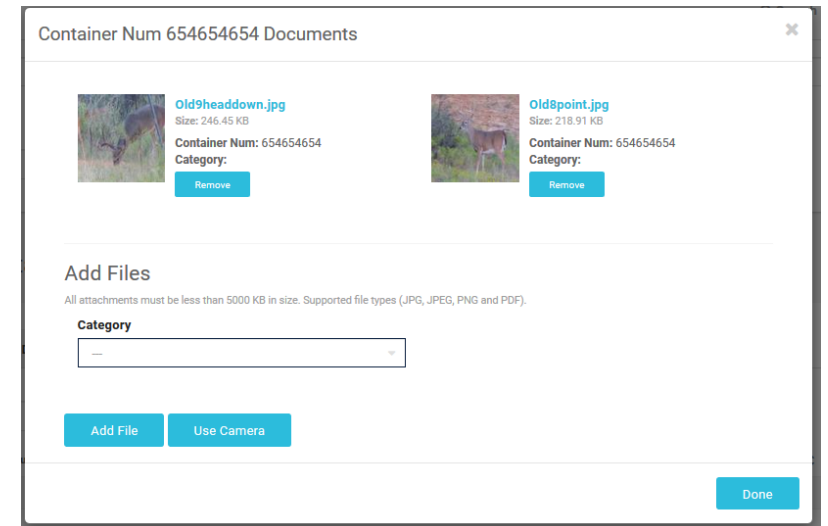
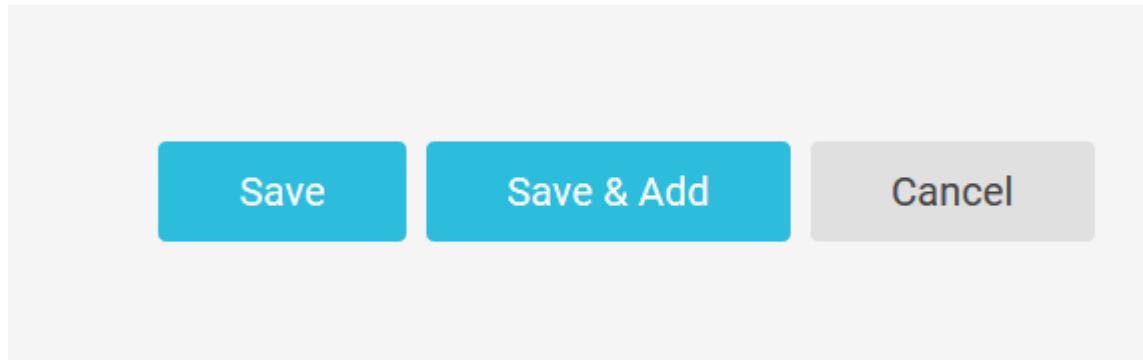


Image 2



Freight Authorization Entry

- When you are complete with your entry of all information for all containers and documents assigned to the Freight Authorization, click on the “Save” or “Save and Add” links at the bottom of the screen
 - The “Save” link will save your data and take you to the Freight Authorization Inquiry screen
 - The “Save & Add” link will save your data, and then open a new Freight Authorization Entry screen for you to enter another FA.
 - The Cancel link will take you to a new Freight Authorization Entry screen and will NOT save your data. Any work you did prior to clicking on “Cancel” will be lost.

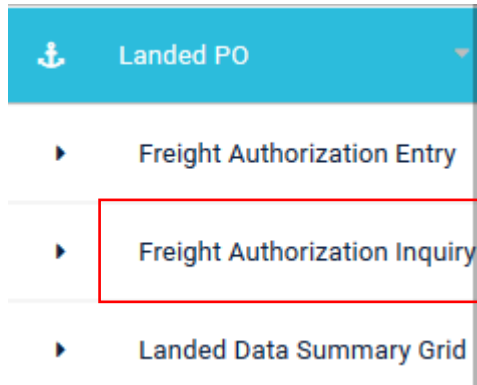


Freight Authorization Entry – Things to Remember

- All Containers must have a Delivery Order document uploaded for them on time. Failure to do so will result in compliance penalties.
 - DOs must be uploaded as an image document – e.g. pdf, jpg, jpeg
- Be careful not to navigate away from the Freight Authorization Entry screen during your data entry, or prior to clicking on either the “Save” or “Save and Add” links. Doing so will result in your LOSING data you have entered.
 - You can edit FA data after entry. So, if you need to quit your entry in the middle, simply choose a good stopping point and save your entry. You can come back later to complete your entry. Note – If you choose to save an unfinished FA that you wish to edit later, it is a good idea to write down the FA number so that you can get back to it more easily from the Freight Authorization Inquiry screen.
 - You can use common web browser functionality to navigate away from the current page you are on WITHOUT LOSING your entry, but you MUST open the new page in a new web browser tab or web page. To do this, RIGHT click on an option in the navigation bar and select the “Open Link in New Tab” or “Open Link in New Window” option
- The “Save” link will save your data and take you to the Freight Authorization Inquiry screen
- The “Save & Add” link will save your data, then open a new Freight Authorization Entry screen for you to enter another FA.
- The Cancel link will immediately take you to a new Freight Authorization Entry screen. Any work you did prior to clicking on “Cancel” will be lost.

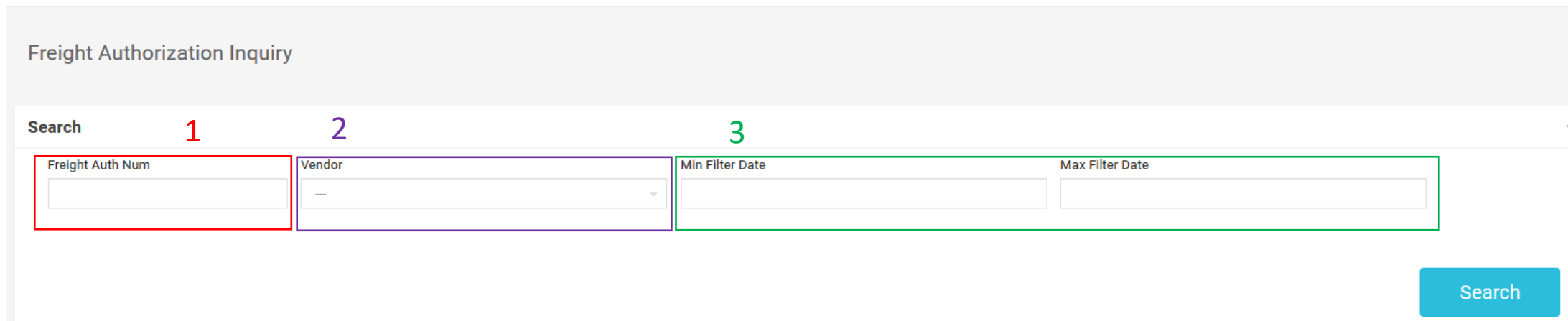
Freight Authorization Inquiry

- Use the Freight Authorization Inquiry screen to quickly view Freight Authorizations (FAs) you have already entered
- To access the Freight Authorization Inquiry screen, select the “Freight Authorization Inquiry” option found within the “Landed PO” section of the navigation bar.
 - After clicking the link, the Freight Authorization Inquiry screen will be displayed (Image 1)



- Use the filter criteria to narrow your search for Freight Authorizations.
 - If you know the specific FA you wish to view, simply key that FA number into the Freight Auth Num field (box 1) and click the “Search” link
 - If you wish to view all the FAs you have entered for a date range, then select the vendor for which you entered the FA (box 2) and provide the date range that surrounds the entry date of the FAs you wish to see (box 3)


Image 1

A screenshot of the 'Freight Authorization Inquiry' search form. The form has a light gray header with the title 'Freight Authorization Inquiry'. Below the header is a search bar with the word 'Search' on the left. The search bar contains four input fields: 'Freight Auth Num' (boxed with a red border and labeled '1'), 'Vendor' (boxed with a purple border and labeled '2'), 'Min Filter Date' (boxed with a green border and labeled '3'), and 'Max Filter Date' (boxed with a green border). A blue 'Search' button is located at the bottom right of the form.

Freight Authorization Inquiry

- A list of Freight Authorizations meeting your selection criteria will be displayed
 - Note that the selection criteria area will be minimized. This is done purposefully to allow the data grid to have a greater area in which to display results. To maximize the filter criteria selection area, simply click on the “down arrow” icon located on the far right side of the “Search” area header (box 1)
 - Use the scroll bar at the bottom of the grid to see columns of data to the right side of the screen (box 2)
 - Use the “View” and “Delete” links to either modify an FA or delete it entirely (box 3). Note that an FA may only be modified up until the point a dispatch is made for a container on the FA.


Freight Authorization Inquiry

Search 

Results

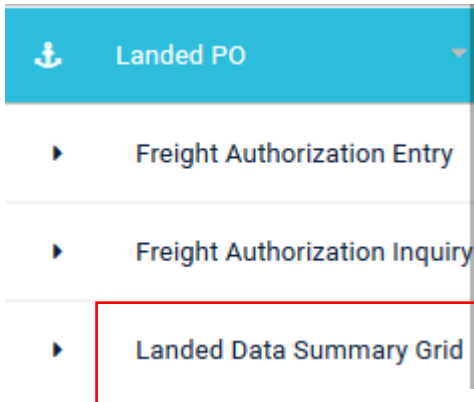
Filter Results... Reset Export To CSV Export To Excel

| Actions | Freight Auth Num | Vendor Num | Vendor Name | POE | POE Description | Delay Days | Vessel Name | Vessel Estimated Dt | Terminal | Contact Name | Contact Email | Contact Phone | Create User | Create Dt |
|---|------------------|------------|--------------|-----|----------------------|------------|---------------------------|---------------------|-------------------|--------------|--------------------------|---------------|--------------|------------|
| View Delete | 59 | 000002862 | NIKE USA INC | SA | SA-Schneider | 0 | Test1 | 07/11/2019 | Whatever | | | | landedvendor | 07/15/2019 |
| View Delete | 68 | 000002862 | NIKE USA INC | MI | MI-Performance Team | 0 | | | | | | | landedvendor | 07/15/2019 |
| View | 78 | 000002862 | NIKE USA INC | MI | MI-Performance Team | 0 | Added after initial entry | 07/26/2019 | Added later too | | | | Steve Askew | 07/18/2019 |
| View Delete | 76 | 000002862 | NIKE USA INC | LA | LA-Gilbert | 0 | | | | | | | Steve Askew | 07/18/2019 |
| View Delete | 38 | 000002862 | NIKE USA INC | LA | LA- Performance Team | 0 | PRAP | 07/26/2019 | | | | | Steve Askew | 07/12/2019 |
| View Delete | 65 | 000002862 | NIKE USA INC | TX | TX-Performance Team | 0 | Lollipop | 07/24/2019 | Lollipop terminal | Bubba | bubba.smith@football.com | 214-867-5309 | landedvendor | 07/15/2019 |
| View Delete | 3 | 000002862 | NIKE USA INC | LA | LA#2 | 3 | Whateer | 05/03/2019 | 1 | Joe Smith | smith@smith.com | 8675309 | Steve Askew | 05/01/2019 |
| View Delete | 11 | 000002862 | NIKE USA INC | LA | LA#2 | 3 | Crouching Tiger | | 1 | cindy lu | cindy@hooville.com | 654654654 | Steve Askew | 05/10/2019 |
| View Delete | 12 | 000002862 | NIKE USA INC | LA | LA#2 | 3 | | | | sally sue | sally@sue.com | 867-978-0000 | Steve Askew | 05/10/2019 |
| View Delete | 8 | 000002862 | NIKE USA INC | LA | LA#2 | 3 | Lollipop | 05/17/2019 | A123 | Joe | joe@joe.com | 133455667 | Steve Askew | 05/10/2019 |



Landed Data Summary Grid

- The Landed Data Summary Grid (LDSG) allows you to view already-entered Freight Authorization information at the PO detail level, as well as initiate changes to either PO detail data or container level data.
- To access the LDSG, select the “Landed Data Summary Grid” option found within the “Landed PO” section of the navigation bar.
 - After clicking the link, the Landed Data Summary Grid screen will be displayed (Image 1)



- Use the filter criteria to narrow your search for data
 - You can key in a specific PO number, Freight Authorization number, or Container number. You can also just select the vendor for which you wish to view data (box 1)
 - Use the “Freight Auth Exists?” field to control whether you will bring back data for POs that are already linked to a Freight Authorization, or if you will be pulling POs with a Landed order type that are not yet associated to a Freight Authorization (box 2).
 - Click on the “Search” button at the bottom of the screen to execute the search

Landed Data Summary Grid **Image 1**

1

Search

| PO | Vendor | Freight Auth Num | Container Num |
|----------------------|--------------------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text" value="-"/> | <input type="text"/> | <input type="text"/> |

2

Freight Auth Exists?

Search

A screenshot of the 'Landed Data Summary Grid' search interface. The title is 'Landed Data Summary Grid'. Below it is a search bar with a red '1' above it. The search bar contains four input fields: 'PO', 'Vendor' (with a dropdown arrow and a '-' value), 'Freight Auth Num', and 'Container Num'. Below the search bar is a 'Freight Auth Exists?' dropdown menu with a purple '2' to its right, showing a 'Y' value. At the bottom right is a blue 'Search' button.

Landed Data Summary Grid

- After clicking search, the system will return the PO and container details for the data that meets the search criteria provided
- You can use the “Actions” options (box 1) to modify the data for the FA
 - To access the Freight Authorization Entry screen for the FA, click on the “View” option. Note, you may wish to right-click on the “View” link and select the “Open Link in New Tab” in order to open the FA Entry screen in a new tab and keep your LDSG grid in tact on the current tab.
 - To update PO information for the specific PO data row, click on the “Update” link. Doing this will open a pop up box for the PO in which you can update PO specific information such as cartons, cube, and weight.

Landed Data Summary Grid

Search

Results

[Reset](#)
[Export To CSV](#)
[Export To Excel](#)

| Actions | PO Num | Ship Start Dt | Cancel Dt | PO Extended Cancel Dt | Dept Num | Class | Order Type | Set Code | Vendor Num | Vendor Name | Container Num | Cartons | Cube | Weight | POE | POE Description | Vesse |
|---|----------|---------------|------------|-----------------------|----------|-------|------------|----------|------------|--------------|---------------|---------|------|--------|-----|----------------------|---------|
| View Update | 07427524 | 04/23/2012 | 05/07/2012 | 05/07/2012 | 0443 | 0098 | Landed | | 000002862 | NIKE USA INC | 654654654 | 80 | 800 | 800 | MI | MI-Performance Team | |
| View Update | 07427524 | 04/23/2012 | 05/07/2012 | 05/07/2012 | 0443 | 0098 | Landed | | 000002862 | NIKE USA INC | 12134 | 5 | 50 | 500 | SA | SA-Schneider | Test1 |
| View Update | 07427524 | 04/23/2012 | 05/07/2012 | 05/07/2012 | 0443 | 0098 | Landed | | 000002862 | NIKE USA INC | 56987995 | 50 | 500 | 500 | TX | TX-Performance Team | Lollipc |
| View Update | 07402970 | 04/30/2012 | 05/12/2012 | 05/12/2012 | 0239 | 0081 | Landed | | 000002862 | NIKE USA INC | 6546464 | 60 | 600 | 600 | MI | MI-Performance Team | Added |
| View Update | 07402964 | 04/02/2012 | 04/14/2012 | 04/14/2012 | 0239 | | Landed | | 000002862 | NIKE USA INC | 1 | 60 | 60 | 60 | LA | LA- Performance Team | PRAP |
| View Update | 07328447 | 04/23/2012 | 05/06/2012 | 05/06/2012 | 0089 | 0020 | E-Commerce | | 000002862 | NIKE USA INC | 12134 | 5 | 50 | 500 | SA | SA-Schneider | Test1 |

1

Landed Data Summary Grid

- If you clicked the “View” option on the LDSG data grid for a record, the application will launch the Freight Authorization Entry screen where you may edit FA Header information, or container level information. You can directly edit the FA header information (box 1), or you can modify container information by choosing one of the options in box 2. Be sure to click on the “Save” link to save any changes you make.

Freight Authorization Entry

1

Freight Auth

| | | | |
|---------------------------------|---|---|---|
| Freight Auth Num | Freight Auth Date | Vendor | POE |
| <input type="text" value="68"/> | <input type="text" value="07/15/2019"/> | <input type="text" value="000002862 - NIKE USA INC"/> | <input type="text" value="MI - MI-Performance Team"/> |
| Vessel ETA | Vessel Name | Terminal | Contact Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Contact Email | Contact Phone | | |
| <input type="text"/> | <input type="text"/> | | |

Freight Authorization Details

Container | Container Details | Documents

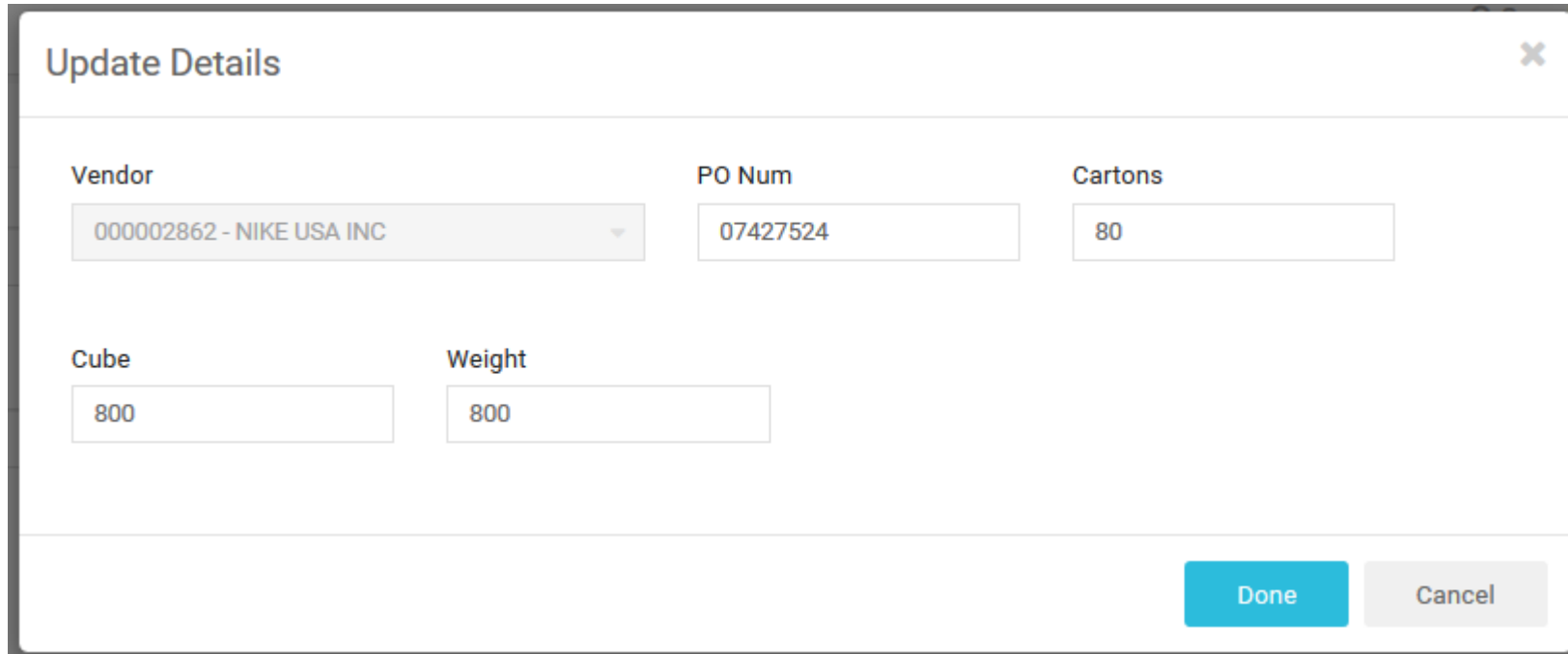
Reset

| Container Number | Split Received? | Delivery Order Submitted Date | Paperwork Printed? | Available Date | Last Free Day At Port | Dispatch Date | Delivered Date | Decon Yard Location | Devanned Date | Comments |
|---|-----------------|-------------------------------|--------------------|----------------|-----------------------|---------------|----------------|---------------------|---------------|----------|
| Edit Remove Add Doc 654654654 | | | | | | | | | | |

2

Landed Data Summary Grid

- If you clicked the “Update” option on the LDSG data grid for a record, the application will launch a pop up box for the PO details for the record chosen. You can update the cartons, cube, or weight for the PO entry. Be sure to click on “Done” when you have completed your changes for the PO.



The screenshot shows a pop-up window titled "Update Details" with a close button (X) in the top right corner. The form contains five input fields arranged in two rows. The first row includes a dropdown menu for "Vendor" (selected: "000002862 - NIKE USA INC"), a text box for "PO Num" (value: "07427524"), and a text box for "Cartons" (value: "80"). The second row includes a text box for "Cube" (value: "800") and a text box for "Weight" (value: "800"). At the bottom right, there are two buttons: a blue "Done" button and a grey "Cancel" button.

| Vendor | PO Num | Cartons | Cube | Weight |
|--------------------------|----------|---------|------|--------|
| 000002862 - NIKE USA INC | 07427524 | 80 | 800 | 800 |