



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 registers for K-Link Access , using vendor number supplied by merchant (step 6)	Varies	N	https://link.kohls.com/	Merchant k-link@kohls.com Kohl's Help Desk 262-703-1515		x
8	Vendor attends monthly New Vendor Webinar	Varies	N	Vendor will receive calendar invite	Vendor.Services@kohls.com		x
9	EDI set up and testing by verifying & entering: 1. EDI Requirements	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

	2. Authorized Third Party UPC Catalog 3. Signed Trading Partner Agreement						
10	Vendor submits Vendor Compliance Mailbox Form	Upon Receipt of Vendor Number, but no later than 90 days after shipment	Y	New Vendor Welcome email Also located on https://link.kohls.com/	vendor.compliance@kohls.com		x
11	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
12	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
13	Review Schedule of Charges	Varies	N	https://link.kohls.com/resources/subcategory/vendor-compliance	vendor.compliance@kohls.com		x
14	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
15	Kohl's Purchase Order is created , approved and transmitted via EDI to the vendor	Varies	N		Merchant	x	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 Vendor Welcome Email Also located on https://link.kohls.com/	TMS@kohls.com Helpline: (262) 703-2000		x
18	Enter routing 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