

# KOHL'S

To Our New Vendor Partner:

Welcome and congratulations on becoming a vendor partner with Kohl's Department Stores!  
As part of our on boarding process, you will be required to complete the following steps within 90 days of this email:

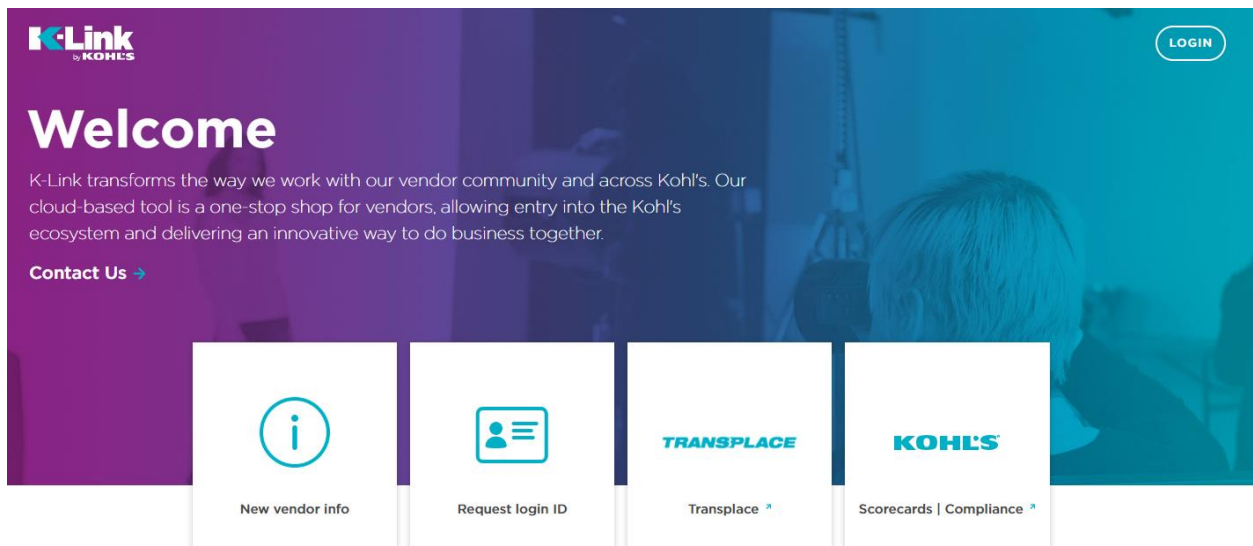
- Register on our vendor partner website
- Establish a vendor compliance mailbox
- Have GS1-128 labels for each ship point tested and approved

## **Website Information:**

- Please click on the Request Log In tab at the vendor partner website location:

<https://link.kohls.com/>

See the screen shot below:



- After clicking the Request Log in tab, please complete this form to begin your registration process. You must provide a valid PO and vendor number in order to register.
- All Logistics, Transportation, Shipment, Packaging, and Preparation requirements are located under Resources>Logistics.
- Vendors must read and comply with all requirements prior to any shipments being released. The website is updated on the 1st of every month.

## **Vendor Compliance mailbox:**

Kohl's has an auto-generated emailing system for sending daily notifications and weekly statements. Complete the following steps to set up a vendor compliance mailbox

- Go to <https://link.kohls.com/>

- Resources>Logistics>Forms
- Scroll down to Vendor Compliance and click on Vendor Email Form
- The email address you create must utilize the following format: Kohlscompliance@vendorname.com
- You must select an administrator from your company to designate what the “vendorname” portion of your email address will be
- Once your vendor compliance email address is set up, you will establish and maintain your own internal distribution list

Please follow the instructions on the form once completed to ensure you receive weekly notifications and monthly statements. Included in the instructions are where to send the form and to send the form as an attachment.

**Carton Labeling:**

New Kohl’s vendors must have GS1-128 labels for each ship point tested and certified within 90 days of receiving their first Kohl’s PO. **Bar Code Graphics, Inc.** is the Kohl’s barcode testing center for GS1-128 labels. **Contact Bar Code Graphics, Inc.** at [test@barcode-us.com](mailto:test@barcode-us.com) or (800) 662-0701 ext. 511 for label testing information

If you cannot find the answer to a Logistics question on our website, please send an email to [Vendor.Services@Kohls.com](mailto:Vendor.Services@Kohls.com). We also have a Transportation Management System (TMS) Helpline available for routing questions. Agents are available at (262) 703-2000, Monday through Friday, 7:30 am CST until 5:00 pm CST.