

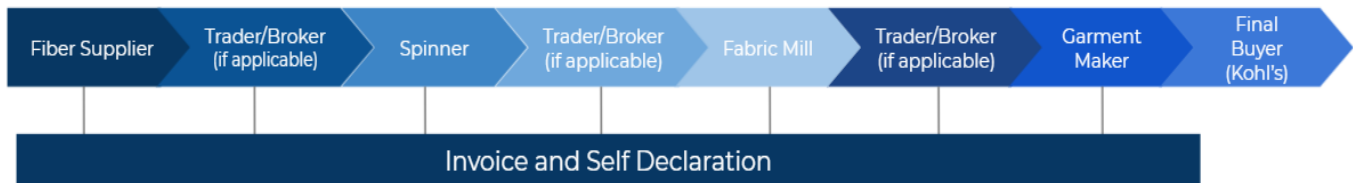
## Kohl's Specialty Fiber Documentation

### Standard Operating Procedure (SOP)

**(this is not applicable for RCS/GRS/GOTS/OCS validation)**

**Purpose:** A guide for suppliers when making any reference about the fiber origin claim (e.g. "Egyptian cotton", "Turkish cotton", "Pima Cotton", "Supima Cotton", etc), or a specialty fiber (e.g. "Viscose made from bamboo", Canopy Rated Rayon, Cashmere, Angora, etc ). Supporting documents must be submitted to Kohl's Third party lab(s) in order to prove the traceability from the fiber supplier to the finished product.

If no robust/reliable traceability certification is available (e.g. lab testing) to prove the claim, Kohl's requires the following documentation:



**\*\*No claim and/or mention about fiber origin or specialty is allowed unless all documents described in this SOP are properly collected and validated by the third party testing lab.**

The documents collected must be compiled into one PDF (in English) and supplied to third party testing lab at the time of material/finished product testing and attached to test report:

- Properly labeled (style name and number + brand), following the order from fiber supplier to the finished product (e.g. self declaration from final producer)
- Invoices from fiber producer to finished product, as outlined above
- This PDF *must* be filled out and included at the time of sample submission, along with the Test Request Form (TRF).\*\*

*\*\*As a reminder, the products are still subject to Kohl's Purchase Order Terms and Conditions. As such, if there is an issue with the product going forward, you remain responsible for those issues and fully indemnify Kohl's under the PO T&Cs.*

## **Kohl's Specialty Fiber Documentation**

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#### **Supplier Self-Declaration – Material Traceability**

*All related Transaction Certificates, invoices, and other supporting documents (this includes but not limited to: scope certificates, TRF, etc.)*

**Styles number(s):** \_\_\_\_\_

\_\_\_\_\_

**PO number(s):** \_\_\_\_\_

\_\_\_\_\_

**Fabric Reference Number(s):** \_\_\_\_\_

\_\_\_\_\_

**I declare, on behalf of (vendor + factory) to have solely used the materials described hereunder (excluding trims):**

\_\_\_\_\_

**(Print Name)**

\_\_\_\_\_

**(Sign Name)**

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#### **LENZING / TENCEL PRODUCTS**

In order to have Tencel branded fibers and/or Lenzing branded fibers on your product you must have a product license and fabric certification issued by Lenzing.

***This is for products using TENCEL™ branded fibers and / or LENZING™ ECOVERO™ branded fibers***

#### **Below are brands this is applicable to:**

TENCEL™ Lyocell

TENCEL™ Lyocell x REFIBRA™

TENCEL™ Modal

LENZING™ ECOVERO™ Viscose

#### **Please fill out the required information below\*:**

Brand of product \_\_\_\_\_

Brand Owner/Licensee \_\_\_\_\_

Lenzing issued Product License \_\_\_\_\_

Valid Dates \_\_\_\_\_

Lenzing issued Fabric Certification #(s) \_\_\_\_\_

Fabric mill \_\_\_\_\_

Valid Dates \_\_\_\_\_

#### **Requirements to order Swing tags, orders placed on the Lenzing E-Branding site.**

Lenzing issued Fabric Certification #(s) \_\_\_\_\_

Fabric mill \_\_\_\_\_

Valid Dates \_\_\_\_\_

*\*For internal stakeholders, refer to the Sustainability Playbook for internal licensing requirements*

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## **Kohl's Specialty Fiber Documentation**

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#### **SUPIMA® COTTON PRODUCTS**

For products to carry SUPIMA® branding, all suppliers must be registered and licensed through the Supima AQRe™ Project on the TextileGenesis™ platform. This authentication system requires that all supply chain partners (spinner, mill, finisher, etc.), as well as brand/retailers, participate in the transparency and traceability aspects of the system by recording all transactions of Supima cotton products. Use of the platform includes digital tracking from fiber to finished product and physical validation through testing conducted by Oritain™. Brands can enjoy full transparency and traceability tools and confirmation of a credible supply chain and products. Participation on this platform is required to use the SUPIMA® name in any way. All products that will use SUPIMA® branding must go through the AQRe™ Project platform. Please make sure to communicate the need for AQRe™ Project validated Supima goods to your suppliers from the start.

#### **Requirements for calling out SUPIMA® on packaging/products are:**

- Have legal authority/license from Supima, granted through use of the AQRe™ Project authentication system
- Source through a supply chain that is also authorized through use of the AQRe™ Project authentication system
- All blends need to be approved by Supima
  - No other cottons can be blended for SUPIMA® branded products (exceptions for denim and towels can be discussed with Supima)
  - Minimum 50% content must be Supima cotton for blend consideration
  - Blends must be with other premium fibers and/or have enhancement purposes; lean toward higher-end synthetics (must be approved by Supima)
- All custom labeling/packaging/tags that include the SUPIMA® brand must be approved by Supima

For more information regarding SUPIMA® licensing and the AQRe™ Project, etc. please refer to this site: <https://supima.com/industry-resources/license-information>. When in doubt, contact [licensing@supima.com](mailto:licensing@supima.com) for guidance, with questions/concerns, or supply chain and licensing inquiries. For questions specific to TextileGenesis™ platform use, please contact [brandquery@textilegenesis.com](mailto:brandquery@textilegenesis.com) for AQRe™ Project-specific assistance.

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## **Kohl's Specialty Fiber Documentation**

### **Standard Operating Procedure (SOP)**

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#### ***Final Product Information***

**Final product supplier's name, address, and country:**

\_\_\_\_\_

\_\_\_\_\_

**Final product's invoice reference number:**

\_\_\_\_\_

**Final product Transaction Certificate reference number:**

\_\_\_\_\_

**Body issuing the Transaction Certificate (name & country):**

\_\_\_\_\_

\_\_\_\_\_

**Gross and net weight of final product purchased (in lb and yd):**

\_\_\_\_\_

**Gross and net weight of final product shipped (in lb and yd):**

\_\_\_\_\_

\_\_\_\_\_

**Name, address, and country of the final buyer:**

\_\_\_\_\_

\_\_\_\_\_

**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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#### ***Trader/Broker Information (when applicable)***

**Trader/Broker's name, address, and country:**

\_\_\_\_\_

\_\_\_\_\_

**Trader/Broker's invoice reference number:**

\_\_\_\_\_

**Trader/Broker Transaction Certificate reference number:**

\_\_\_\_\_

**Body issuing the Transaction Certificate (name & country):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name, address, and country of the trader/broker:**

\_\_\_\_\_

\_\_\_\_\_

**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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# **Kohl's Specialty Fiber Documentation**

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### ***Fabric Information***

**Fabric supplier's name, address, and country:**

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**Fabric's invoice reference number:**

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**Fabric Transaction Certificate reference number:**

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**Body issuing the Transaction Certificate (name & country):**

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**Gross and net weight of fabric purchased (in lb and yd):**

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**Gross and net weight of fabric shipped (in lb and yd):**

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**Name, address, and country of the final buyer:**

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**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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## **Kohl's Specialty Fiber Documentation**

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#### ***Trader/Broker Information (when applicable)***

**Trader/Broker's name, address, and country:**

\_\_\_\_\_

\_\_\_\_\_

**Trader/Broker's invoice reference number:**

\_\_\_\_\_

**Trader/Broker Transaction Certificate reference number:**

\_\_\_\_\_

**Body issuing the Transaction Certificate (name & country):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name, address, and country of the trader/broker:**

\_\_\_\_\_

\_\_\_\_\_

**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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**Yarn Information**

**Yarn supplier's name, address, and country:**

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**Yarn's invoice reference number:**

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**Yarn Transaction Certificate reference number:**

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**Body issuing the Transaction Certificate (name & country):**

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**Gross and net weight of yarn purchased (in lb and yd):**

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**Gross and net weight of yarn shipped (in lb and yd):**

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**Name, address, and country of the final buyer:**

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**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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***Trader/Broker Information (when applicable)***

**Trader/Broker's name, address, and country:**

\_\_\_\_\_

\_\_\_\_\_

**Trader/Broker's invoice reference number:**

\_\_\_\_\_

**Trader/Broker Transaction Certificate reference number:**

\_\_\_\_\_

**Body issuing the Transaction Certificate (name & country):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name, address, and country of the trader/broker:**

\_\_\_\_\_

\_\_\_\_\_

**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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***Fiber Supplier Information***

**Fiber supplier's name, address, and country:**

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**Fiber Supplier's invoice reference number:**

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**Fiber Supplier Transaction Certificate reference number:**

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**Body issuing the Transaction Certificate (name & country):**

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**Gross and net weight of fiber purchased (in lb and yd):**

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**Gross and net weight of fiber shipped (in lb and yd):**

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**Name, address, and country of the fiber supplier:**

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**Shipping date:** \_\_\_\_\_

\*\*\*\*\*

**Place and date of declaration:** \_\_\_\_\_

**By name and position:** \_\_\_\_\_

**Signature/ Company Seal:** \_\_\_\_\_

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#### **Revision History**

5/27/21 - Created and uploaded document to K-Link

*Created by Charlene Swanson*

6/2/21 - Added Revision History

*Revised by Charlene Swanson*

9/9/21 - Added Lenzing/Tencel (page 3) and Supima Cotton (page 4) requirements

*Revised by Charlene Swanson*

8/21/23 - Updated Supima requirements

*Revised by Charlene Swanson*

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