

Labeling, Color Sticker, and Packaging Guidelines

Kohl's Approved Item Labels aid the field (both Stores and Contractors) with carton contents. The color sticker identifies for the field what area within the Store an item is to be installed. Accurate labeling reduces eSupport issues and replacement needs. Failure to label correctly may result in a chargeback.

Kohl's Approved Item Labeling

- All shipments and cartons require the Kohl's Approved Item Label
- Vendors are responsible for printing and affixing Kohl's Approved Item Label to all cartons
- The Kohl's Approved Item Label is required on all boxed and non-boxed items
- All information required to populate label fields is provided on both the PO PDF and/or the Kohl's All Items List (AIL) - Column AB (provided for major project releases only)

KOHL'S APPROVED ITEM LABEL

STORE # 1570

COMPLETE THIS SECTION FOR EXCEPTIONS ONLY
eSupport Tracking #:

Project Name: 2020 CAPITAL PROJECT - SCOTT LIVING PROJECT

Vendor Name: ABC Vendor

Purchase Order #: PO000123

Kohl's Item #: A-123

Item Qty: 5

Item Description: Acrylic Fence

Install Department: Housewares

KR ID #: N/A

Item Drawing -

CAPITAL PROJECT

STORE (S) OR CONTRACTOR (C)

S

Box/Pallet 1 of 1

Kohl's Approved Item Label

Color Stickers

- The use of color stickers is required on a project specific basis.
- Color Stickers are supplied by the vendor.
- Color Stickers are to be applied as specified on the AIL or the PO itself.
- Color Stickers must be placed within 6 inches of the Kohl's Approved Item Label.
- Vendor is to monitor stock of Color Stickers for all projects.
- Color Stickers can be ordered directly from Nev's Ink (see page 13).
- Vendors are responsible for reviewing the AIL issued by Kohl's to identify items requiring project specific color stickers.
- Vendors may also impose the color sticker within the Kohl's Approved Item Label (example at top of page).

CAPITAL PROJECT
ACCESSORIES
BRANDED RAIL
CUSTOMER SERVICE
DOMESTICS
E-SIGNS
CONTRACTOR INSTALL
HOME DÉCOR
HOUSEWARES
INTIMATES
JUNIORS
KIDS
LUGGAGE
MENS
WOMENS
SHOES
STOCKROOM
IN AISLE

Purchase Order PO035090 Change Order 1

PO #	Line Number	Brand Name	Ship To	Quantity	CRM	Shipment Code	Item Description	Unit of Measure	Project	Category	Item Type	Material	Sub Area	Detail	Responsibility	Change Order	Supplier	Delivery Priority	
PO00001	1	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	2	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	3	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	4	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	5	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	6	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000
PO00001	7	1001 NERF	0100000000	5	0AC	0010	NERF FLOOR	EA	2020	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000

V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
Ready Ship Date	Requested Delivery date	Delivery Priority	Project wave	Sales Area	Install Department	Supplemental Labeling	Responsibility	PO Source	External Tracking #	Note to Supplier	Change order Date	Original Ordered Date	
02/01/2022	02/15/2022			COSM-FLOOR	BEAUTY		Fee	Transmittal		SEPHORA BLANKET PRODUCT ON FEE PO		08/07/2021	
03/16/2022	03/30/2022	Date Critical		ACC-BEAU-WALL	BEAUTY	COLOR STICKER CONTRACTOR INSTALL	Contractor					10/26/2021	

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Exception Shipments

- Exception POs are for replacement items ordered via an eSupport Proposal.
- All Exception Kohl's Item Labels are required to be printed on yellow paper.
 - The yellow paper identifies to the Store/Field Personnel that the item stems from an eSupport issue.
- The use of color stickers on exception shipments may be required and each line will be noted on the order if required under Supplemental Labeling.
 - Green Capital Project Stickers are required on Exception Item Labels for all Capital Project exception orders.

KOHL'S		KOHL'S APPROVED ITEM LABEL	
STORE #	10101	COMPLETE THIS SECTION FOR EXCEPTIONS ONLY	
		eSupport Tracking #:	1418709345
Project Name:	2022 CAPITAL PROJECT: KOHL'S AUDIT LABEL		
Vendor Name:	ABC Company		
Purchase Order #:	DO12345	Item Drawing -	
Kohl's Item #:	MH-115AAPK	CAPITAL PROJECT	
Item Qty:	10		
Item Description:	KIT PEGHOOK 1.75SLATWAL W/180TIP CHROME 4IN/1.25 OPEN(25/CTN)		
Department:	JUNIORS		
Kit ID #:	MF357F		
			STORE (S) OR CONSTRUCTION (C)
			S
Box/Pallet 1 of 1			

Packaging

- All Capital and Special Projects require the use of green tape or the boxes to be printed with a green stripe, wrapped horizontally around each carton. Special Instructions will be provided with each PO.
- Green tape or printed boxes are not supplied by Kohl's and can be ordered from any vendor in any shade of green.
- Packaging supplies required for shipping:
 - Green tape or green printed stripe on all boxes and/or around entire pallet.
 - Boxes cannot hang over the pallet.
 - Pallets are not to exceed a packing height of 84 inches.
 - Corners/edges of boxes or fixtures must sit level on pallet slats.
 - Banding straps are required front to back, side to side, and should be placed between the slats.
 - Corner guards
 - Stretch wrap
 - Pallets should NEVER be double stacked.
 - Pallets should never be placed sideways in the truck.
 - Pallets need to be built to fit Kohl's standard pallet jack utilized in our stores.
 - Width across forks is 28".



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Resources

Recommended Green Tape Vendor: CAP Tape

- Email Request to invoice@captape.com
 - Item# SC-1735-2110/Green
 - Minimum order is one case (36 rolls/case. Each roll is 2” wide x 110 yds)
 - Allow at least 4-5 days for order to be received
- Questions** - Packaging/Tape Expectations - PUR-VendorRelations@kohls.com
Questions - Color Stickers - PUR-VendorRelations@kohls.com
Questions - Kohl’s Approved Item Labels and Exception Shipments - PUR-VendorRelations@kohls.com

Recommended Color Sticker Supplier: NEV’s INK

- Email Request to nevsink@nevsink.com
 - Minimum order 3 rolls per item (320 stickers per roll)
 - Allow at least 10 business days for shipping
- Questions** - Color Stickers - PUR-VendorRelations@kohls.com
Questions - Kohl’s Approved Item Label and Exception Shipments - PUR-VendorRelations@kohls.com
- Color Sticker Item Numbers

Item	Description
LABEL-ACCESSORIES	ACCESSORIES STICKER
LABEL-BRANEDRAIL	BRANED RAIL STICKER
LABEL-CONTINSTALL	CONTRACTOR INSTALL STICKER
LABEL-CUSTSERVICE	CUSTOMER SERVICE STICKER
LABEL-DOMESTICS	DOMESTICS STICKER
LABEL-ESIGNS	ESIGN STICKER
LABEL-HOMEDECOR	HOME DECOR STICKER
LABEL-HOUSEWARES	HOUSEWARES STICKER
LABEL-INTIMATES	INTIMATES STICKER
LABEL-JUNIORS	JUNIORS STICKER
LABEL-KIDS	KIDS STICKER
LABEL-LUGGAGE	LUGGAGE STICKER
LABEL-MENS	MENS STICKER
LABEL-SHOES	SHOES STICKER
LABEL-STOCKROOM	STOCKROOM STICKER
LABEL-WOMENS	WOMENS STICKER
00000000000004139	CAPITAL PROJECT STICKER