

Quick Reference Guide - New K-Link User

Step 1: For newly onboarded vendors, the internal Kohl's team you are working with must email k-link@kohls.com to request K-Link registration access for you. In the email, they must include the email address that will be used to register for your K-Link account.

**For existing vendors, the registration request email to k-link@kohls.com may be sent by either your internal Kohl's team OR a current, registered K-Link user from your company.*

Step 2: The K-Link team will send an email with a unique registration link to the email address provided by the internal Kohl's team.

Step 3: Click the unique registration link to access the K-Link Registration Page (will expire within 2 days of receiving the email)

Step 4: Complete the Registration Fields

Step 5: Select Y/N "Are you from L&F vendor" (Li & Fung)

Step 6: Enter Vendor ID (Merchant office or Procurement Non-Merchandise Team will provide)

**only 1 vendor ID required, unless user represents multiple vendors*

Step 7: Click Register

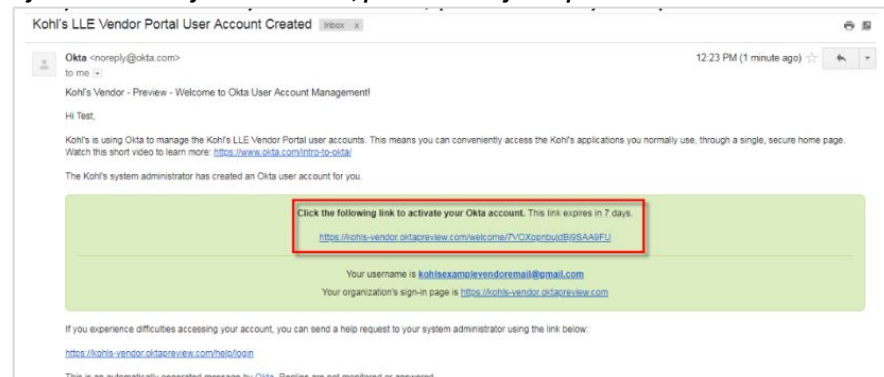
The registration form is titled "Register" and contains the following fields:

- First name (text input)
- Last name (text input)
- Email (text input)
- Title (text input)
- Company name (Parent) (text input)
- Are you from L&F vendor? (radio buttons for Yes and No, with "No" selected)
- Vendor Number (text input, highlighted with a red box)
- Vendor Number (text input)
- ADD additional ID (text input)
- REGISTER (button, highlighted with a red box)

By registering, you represent and warrant that you are an authorized representative of Vendor and hereby confirm that information you submit to Kohl's is accurate and can be used by Kohl's, as further described in Kohl's Purchase Order Terms and Conditions and Terms of Engagement under which Kohl's purchases products from its vendors.

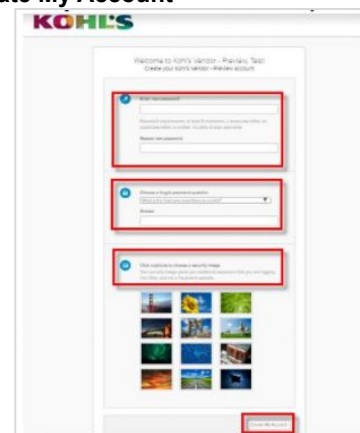
Step 8: Check your email for Okta Verify email. Click Verification Link (will expire within 7 days of receiving the email)

**If you cannot find your Okta Email, please check your spam folders.*



Step 9: Set Up K-Link Account (set up password & security question)

Step 10: Select Create My Account



FINISHED! You are now able to access K-Link.

**We recommend using Google Chrome Incognito Mode for optimal K-Link performance*

