Offers: How To, FAQ's & Troubleshooting - Import (Kohls is Importer of Record)
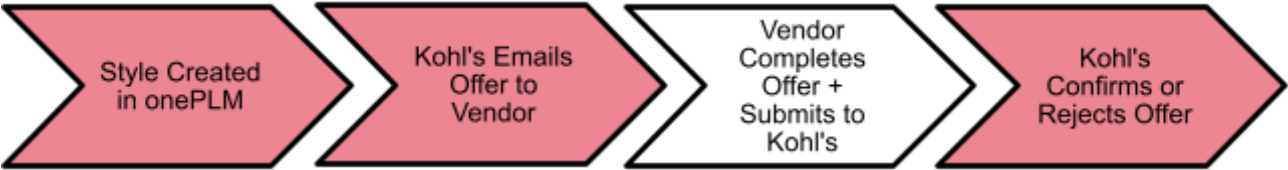
one PLM

one source for everything

Reference Guide
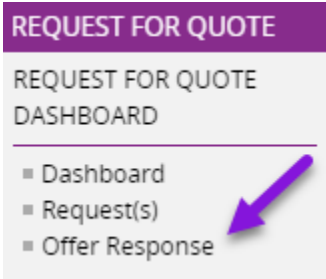
Offers: How To

Style Created in onePLM → Kohl's Emails Offer to Vendor → Vendor Completes Offer + Submits to Kohl's → Kohl's Confirms or Rejects Offer

Search for Offers

1. Log into onePLM
2. On the left-hand navigation bar, click on **REQUEST FOR QUOTE**
3. Click on **Offer Response**

REQUEST FOR QUOTE

REQUEST FOR QUOTE
DASHBOARD

- Dashboard
- Request(s)
- Offer Response

4. Fill in desired search fields to yield a list of results
   For Example: By selecting "Emailed" in the **Offer Status** *field, you will return a list of offers with only that status*

5. Click **Search**
6. In your results list, click on the **Offer No hyperlink** to enter into the offer Response page

▾ Offer Response List

Offer No	Dev Choice Style #	Status	Agent/Vendor	Vendor	Brand	Body Type	Sourcing Type	Item No	Description
1976926	ET TESTRG1	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1976927	ET TESTRE1	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990468	ETTESTRS1	CFM	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990469	ETTESTRS2	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990470	ETTESTRP1	NEW	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990471	ETTESTES2	NEW	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990472	ETTESTRG2	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990473	ETTESTRG1	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST
1990474	ETTESTRD1	EMAILED	TEST DOMES...	TEST DOMES...	BRAND X	543	KNIT	ETTEST	ET TEST

one **PLM**
one source for everything

Fill in an Offer

Offer Response Page

2. On the Offer Response, fill in the below fields:

- FC (FOB cost)
- Factory
- Units/CBM - **EXCEPT FOOTWEAR - see notes below**
- COP
- FOB
- POE
- HTS*

   this should be filled in by our internal Global Trade Compliance team. If it is not filled in, please fill it out
   NOTE as of 5/12/2023: If you have an additional tariff for products coming out of China, do not add the tariff code into the Multi HTS tab. Enter only the main HTS code on the Offer Response page.

Apparel Only
- Material*

   this should be filled in by our Kohls team. If it is not filled in, click on the magnifying glass search icon and click "Show All" for material options for that style only

- Mill Name
- Mill COP
- Fabric Cost
- Fabric Yield
- Fabric Um (unit of measure) (YDS for Wovens and LBS for Knits/Yarns)
- **FOR WOMENS & KIDS KNIT TOPS ONLY:** Knit Stitch Count
   - Please use the **Stitch Count Measurement guide** at the end of this job aid to enter the count according to Global Trade Compliance's requirements.

Home Only:
- Vendor Classification Notes (found on the far **right** of the Offer Response screen)

- ○ Depending on your area in home, use the correct guide found on K-Link's onePLM page entitled **" Vendor Hard Home Classification Requirements"** or **"Vendor Soft Home Classification Requirements"** and follow the required format and provide the required information based on the examples given.
 - ○ **Example**:

Vendor Classification Notes

> Holiday Wreath
> 50% Base: Vine - Vitis amurensis, China, 0.2 KG
> 40% Polyester Flowers
> 5% LED Lights
> 3% Polyester Ribbon
> 2% Feathers - dyed chicken feathers, Gallus gallus, China, farm raised, 0.01 KG

Have questions above these fields? See the FAQ & Troubleshooting sections of this job aid

Pro Tip: You can either type ahead your entry OR use the magnifying glass to list possible entry results by clicking "Show All".

3. Click **Save** button in the upper right corner of the screen.
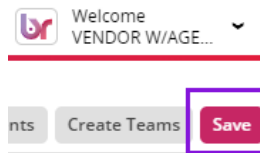
Important Items to Note

    i. SLIPPERS & FLIP FLOPS

       1. If you do not have a box code (the item is not boxed), you **should not fill in any footwear fields,** and instead enter in **Units/CBM**

  b. FOOTWEAR

    1. You will not fill in units/CBM. Instead, fill in **Units/Inner** + **Units/Outer (FTWR)**

    2. You must also fill in the **Carton Code (FTWR)**

    3. Kohl's requires that you indicate the shoe box cost. You can do so by entering it in the **Vendor Notes** box

Vendor Notes

> Shoe Box Cost is 0.205

  c. MULTI HTS ITEMS

HTS No   MULTI

    1. For **HTS No field** you will select MULTI

    2. For next steps, follow the Multi HTS job aid links below found on K-Link:

4. If your product is hanging, you **must enter hanger cost** on the Offer Response page.

5. If your ELC field has not auto generated, click the **"Create Cost"** button at the top of page to trigger the system to generate the ELC.

1. After all costing information is filled in, submit the offer to Kohls! Select the Submit Offer to Kohls button at the top of the Offer Response page.

How to toggle In & out of Offers

Option 1: Navigate back to search list results

Select the ⊟ icon to navigate back to your search results
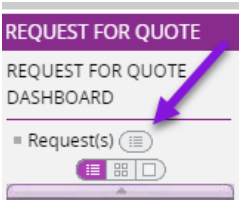
Option 2: Use search result links provided on left nav bar

Your search results are listed on the left nav bar. Click on a link to go directly to the offer

Click on the arrow bars to scroll up and down the list

Offer Status Definitions

Status	What It Means	Items to Note
NEW	Defaults upon offer line creation	Styles must have the vendor (and agent if applies) on the offer line, with the offer line status in NEW, for you to have access to tech pack details
EMAILED	The Offer Response and Vendor BOM pages were created. An email notification was sent to the vendor (and agent if Li & Fung) with a link to the Offer Response page	For development choice styles, you now have access to the Request for Quote, as well as Offer Response and Vendor BOM page (for cost entry)
AGENT	The vendor has sent the offer to the agent for review	This step is optional, and is utilized by Li & Fung associated vendors. The Agent will review and make any necessary updates in this status
VENDOR	The agent has sent the offer to the vendor for review	This step is optional, and is utilized by Li & Fung
OFFERED	You have completed the Offer Response (and Vendor BOM if applies). Kohl's will confirm off of this status	This status locks down the Offer Response and Vendor BOM pages. If you need to make an update to either of these pages and the status is in "offered", you must ask Kohl's to re-email the offer
CFM	Style data flows to Kohl's Purchase Order creation systems (and to Li & Fung). Material commit units, vendor projections and capacity is booked	
PENDING	Reserves material commit units, vendor projections and capacity	You can make edits to the Offer Response or Cost BOM pages

FAQ's

Q: What is FC?
A: "First Cost." This is a manual entry

Q: What is ELC?
A: "Estimated Landing Cost." It will auto calculate based on your vendor type and entries you make in your offer

Q: What do the fields on the vendor BOM mean? How do I find this information?
A: You may need to work with your mill to determine the below:

SUPPLIER / MILL :	The name of the supplier or mill producing the main fabric
SUPPLIER COP :	"Supplier's Country of Production." Country where material/component is produced
COMPONENT COST :	Amount paid per unit of fabric or component
YIELD / QTY :	"Yield or Quantity." Defining the unit numerically
UM :	"Unit of Measure." Defining the unit type. Choices are: each, pound, yards, square foot
FACTORY SUPPLIER:	The name of the factory that is producing the component. This would NOT be the corporate office

Q: What are units/CBM?
A: This number conveys the volume of the product so that Kohl's can determine how many units will fit in a container. It is typically an estimated carton size (and units per carton).

Q: How do I know what my units/CBM are?
A: You can either work with your factory or use the below calculation to determine:

1. Calculate the volume (CBM) of that carton using the formula LxWxH / 1,000,000 (measurements in CM)
2. Divide that by the # of units in that carton to get the volume of a single unit
3. Then take 1 / unit volume= units / CBM

Q: How is freight calculated?
A: Freight Amount = Freight Rate / Units per CBM

Q: What is FOB?
A: FOB stands for Freight on Board. Any field that asks you for the FOB is requesting the location of where the freight is being loaded

Q: What is HTS?
A: HTS stands for Harmonized Tariff Schedule. These codes are used to classify and define internationally traded goods, as well as assign the duty rate to the product

Q: What do I do if I have a Product produced in China that needs an additional tariff?
A: Enter the main HTS code on the offer response page, and the additional tariff will be automatically added.

Q: I have a question regarding the HTS code.
A: Have your Kohl's Product team contact their import compliance coordinator on your behalf. Be detailed with the question you have as the Product team will pass it along for an answer

Q: How do I fill in my units inner / outer for Footwear?
A: Units/Inner will always be will be a multiple of 12. This depends upon on how you prefer to pack the items. For further info, you can refer to the "Box Sizes / Letter Coding & Footwear Shipping Carton Size Guidelines" on K-Link.

Q: How do I know what shoebox code to select?
A: Contact your shoebox supplier to inquire. Provide them the style #'s and measurements

Troubleshooting

I: When I try to submit an offer to Kohl's I receive an error message telling me to enter supplier / mill information. Where do I enter this?

Clear Message

🔴 *Supplier/Mill, Supplier COP, Yield/Qty and UM are required. Supplier/Mill, Supplier COP, Yield/Qty and UM must be selected for offer 1405096 prior to submitting to Kohl's*

A: These fields are located in the Material Information section of theOffer Response page. See page 3 of this job aid

I: How do I enter in the ELC?
A: You do not enter in the ELC. The ELC calc's based off of info input by both you and Kohl's

I: I submitted my offer to Kohl's but the ELC is blank.
A: On the Offers page, select the offer line. Then select "More Actions" and "Create Cost"

I: I tried "create cost," but my ELC is still blank.
A: On the Offer Response page, navigate to the "I/D" field under "Product Information." Delete the value, re-enter the value, then save. (For Li & Fung related vendors, the value should be " I ". For non-Li & Fung vendors, it will be either " D " or " I " depending on who is the importer of record)

Production Information					
Offer No	1451112	Offer Status	WORK	I/D	I
Agent/Vendor	TEST VENDOR - V2010 UPGRADE	⬇		COP	CN 🔍

I: The freight won't populate.
A: Try deleting and re-adding the FOB, then saving

I: How do I get the Agent Commission for my footwear style to populate?
A: For footwear it will not auto populate. Kohl's must manually enter it. Complete your offer and "Submit to Kohl's" and they will enter before confirming

I: The ELC is still incorrect after trying the above suggestions.
A: If you are associated with Li & Fung, refer to "How to Troubleshoot an Incorrect ELC" on SharePoint. If further assistance is needed, contact a SME or LFSLGSSupport@lifung.com. If you are not associated with Li & Fung, email oneplmsupport@kohls.com

I: How do I know if the ELC is correct?
A: If you are associated with Li & Fung, reach out to a SME. If you are not associated with Li & Fung, connect with your Kohl's Product Management team. If you need further assistance, email oneplmsupport@kohls.com

I: I can't find the factory I need to select.
A: If you are using the factory for the first time for Kohl's product, email Factory.Compliance@kohls.com to inquire if your vendor-factory relationship in onePLM has been completed. If the factory is not a new selection for you, or you are unsure, email oneplmsupport@kohls.com

I: We are using (2) factories for this product, how do I enter both?
A: You will need to inform Kohl's and request that they break the style into (2) styles, and email you an offer for each. Enter the first factory into one offer and the second factory into the other

I: I need to make a change to my offer after Kohl's has confirmed it. How do I do this?
A: Whether there is an actual change, or need to update an entry error, you must contact your Kohl's Product team and request that they a.) re-send you the offer and b.) send you an Notice of Change (NOC) form. Once you receive, fill in the NOC, update your offer, send back your offer, and email the NOC to Kohl's
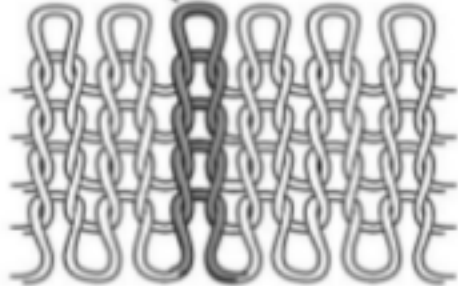
KNIT STITCH COUNT MEASUREMENT

If you have questions regarding knit stitch count, email gtc-customs.compliance@kohls.com

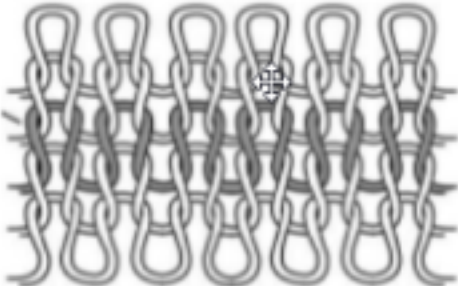Knits are a series of interlocking loops.

To determine stitch count : Need to Count wales and courses SPI (stitches per inch) and count the CPI (courses per inch)

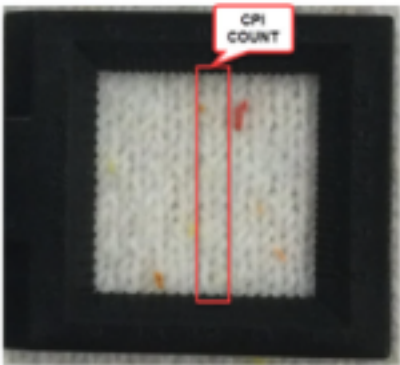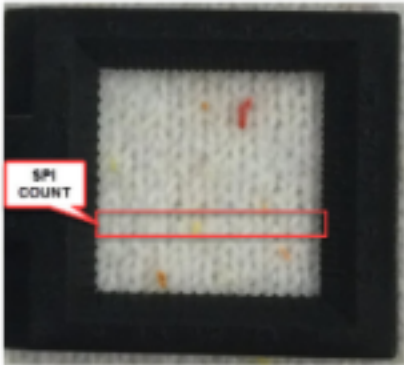Wales: Column of stitches (Vertical)

Courses: Row of stitches (Horizontal)

SPI = 6

CPI = 5

Another example:

ⅅ   Wale: vertical columns of stitches
○   Course: horizontal rows of stitches across the width of fabric