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Reference Guide

Material Bot Job Aid FAQ & Troubleshooting (External)

Using the Jarvis Material Bot

1. Download the latest version of the Material Confirmation Form (updated monthly) on [K-Link](#).
2. Open the excel file. Enter your information into the fields that are highlighted in yellow.

KOHL'S Material Confirmation Form

REQUIRED FIELDS ARE NOTED IN YELLOW

Date Submitted: [] Fabric FOB Port (e.g. FOB SH): [] Purpose for Sending: []
 Submitted by: [] Fabric Cost USD (FOB at Site): [] Brand: []
 Contact E-Mail: [] Sample Yardage LT (days): [] Division: []
 Bulk Yardage LT (days): []
 Mill Name: [] Minimums by Order: [] Vendor: []
 Mill Fabric Ref #: [] Minimums by Color: [] Vendor Sourced Mill: []
 Mill COP: []

Material Information

onePLM Material ID: [] Material Type: []
 Material Category: [] Material Sub Type: []
 MATERIAL: []
 Material Name (System Generated): []

Composition: Please make sure Fiber content adds up to 100%

Fiber Content	Fib	Yarn Type (Optional)
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Does Fabric Contain Canopy/Rayon? [No]

Construction:

Total Yarn Count (less than 35 characters): []
 Before Wash Weight (X:mill weight): [] Weight U/M: []
 After Wash Weight (vendor wash): [] Weight U/M: []
 Thickness in millimeters (mm): [] Cuttable Width (in): []
 Machine Gauge (NPI): [] Stitches per cm: []
 Construction (Woven & Denim Only): [] Weft: []
 Warp: []
 Construction (Leather Only): []
 Leather - Texture: [] Leather - Grain Variance: []

Testing

**Any specs not meeting Kohl's minimum Fabric & Garment standards must be clearly called out by the mill/garment supplier.

Availability of passing test report (mill's internal or 3rd party lab) for Research Fabric: []
 Availability of passing test report from 3rd party lab for Confirmation Fabric: []

Finished Material Information

Color Application (Optional): []
 Dye Method (Optional - Yarn): [] Dye Type (Denim Only): []
 Finish: []

Construction (Leather Only):

Leather - Texture: [] Leather - Grain Variance: []

Notes and Comments: []

3. See detailed descriptions of each field on the next page.
4. Save your excel file with a unique name, and email it to oneplm.material.bot@kohls.com with a subject line of "Material Confirmation". Please note, if the email does not have a subject line that includes **ONLY** the words "Material Confirmation" the submission will not be picked up by the automation. Do not include other text if possible, as you run the risk that it will be filtered out of the inbox. Ensure that you start a new email chain for each entry, do **not** reply to a previous email. See [FAQ's](#) below.
5. Wait up to 10 minutes for a response via email. If you do not receive an emailed response within 10 minutes, please refer to the troubleshooting/FAQ guide on the final page of this document.



Material Confirmation Form (MCF)

Field Descriptions

Below are descriptions of all the fields available to enter on the MCF.

Field	Description of Field
Date Submitted	Date that the record is being sent to Kohl's.
Submitted By	The full name of the person who is submitting the record to Kohl's.
Contact E-Mail	The email address Kohl's should reach out to if there are questions regarding the record.
Mill Name*	Select the mill that created the fabric from the list in the drop down menu. If the mill is not in the list, please reach out to oneplmsupport@kohls.com . All new mills will be added in the next release of the form.
Mill Fabric Ref #*	The unique name of this fabric that is used by the mill/supplier.
Mill COP	Country of Production, this field is auto-generated for you by the form. Please do not overwrite it, as doing so will cause your submission to fail.
onePLM Material ID	If you are sending a physical copy of this form to Kohl's via mail and have already created the record in onePLM, please fill in the MID number here. Otherwise, leave blank.
Material Category	Static field, as only material records can be created using this form, at this time.
Material Name	If you are sending a physical copy of this form to Kohl's via mail and have already created the record in onePLM, please fill in the MID number here. Otherwise, leave blank..
Material Type*	Select from dropdown, KNIT, WOVEN, DENIM, YARN or LEATHER
Material Sub Type*	Select from dropdown, if an option is not available please reach out to oneplmsupport@kohls.com
Fiber Content Table*	Unique number assigned by the mill that does not follow a specific Kohl's naming standard.
Does Fabric Contain Canopy/Rayon?	Yes/No selection, if there is no rayon listed, please leave blank.
Total Yarn Count	Required for knits and yarn records, free type field, must be less than 35 characters in length.
Before Wash Weight*	X-Mill Weight in GM2
After Wash Weight	Enter if different from X-Mill weight, in GM2 (not included on record in onePLM)
Thickness	Enter if measured, in millimeters.
Cutable Width*	The width of the fabric, between 31 and 120, select from the dropdown.
Machine Gauge	KNITS ONLY: Enter in NPI, select from dropdown
Stitches per cm	KNITS ONLY: Free type field.
Warp	WOVEN & DENIM ONLY: enter numeric value only
Weft	WOVEN & DENIM ONLY: enter numeric value only
Leather - Texture	LEATHER ONLY: Select from dropdown
Leather - Grain Variance	LEATHER ONLY: Select from dropdown
Color Application	Optional field, select from dropdown
Dye Method	YARN ONLY: Optional field, select from dropdown
Dye Type	DENIM ONLY: Select from dropdown
Finish*	List material properties, use the fields below if multiple apply. Select from dropdown.



FAQ's & Troubleshooting

I: I'm not receiving any response via email, after waiting 10 minutes.

A: Check the following:

- Correct email: oneplm.material.bot@kohls.com
- Correct subject line: "Material Confirmation" (ensure spelling is correct)
- "RE:" or "FWD:" is not in subject line
- You are not responding on the same email chain as another request (if so, start a new email chain)
- Excel form is attached to email

If all the following have been checked, please resend the MCF. If there is still no response, please email oneplmsupport@kohs.com for assistance.

I: I keep getting error messages when I send my form.

A: Check the following common errors:

- Wrong version of the form: [download](#) the most recent version, and re-enter all information before resubmitting again.
- Overwriting or "Copying over" fields: If you are copying over a field, rather than using the dropdown menu, this can cause errors. Download a fresh form and try again.
- WATCH THE TRAINING VIDEO: Prior to contacting support, please refer to the training video linked here.

I: Wrong COP auto-populates

A: The COP will autopopulate based on what has been entered in on the supplier record for a given mill in onePLM. If you believe the COP is incorrect, please reach out to oneplmsupport@kohs.com and factory.compliance@kohs.com to confirm what the correct COP for that mill is.

I: Mill isn't listed in the dropdown menu.

A: If the mill isn't listed, ensure you are using the most up to date form. If so, please check in with oneplmsupport@kohs.com. Do NOT free-type the mill name into the field, as this will only cause an error. The mill list is updated once per month.