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# Reference Guide

## Material Library: Search Tips & Troubleshooting (Internal & External)

one



- Navigate to the Material Library** 3
- Search the Material Library** 4
  - Advanced Search Fields 4
  - Performing Wider Searches 5
  - Performing Narrower Searches 5
  - Material Smart Naming Convention 5
  - Finding and Using Digital Materials 7

# Navigate to the Material Library

1. Go to <https://kohls.bamboorose.com/prod/plm.do>
2. From the left hand navigation Design Center Dashboard, click Material Library

The screenshot displays the KOHL'S Design Center Dashboard. The top navigation bar includes the KOHL'S logo, navigation arrows, a 'Style' dropdown, a 'Quick Search' input field with a 'Go' button, and a 'Global Search' input field. On the right, there are notification icons (a bell with a '6' badge, a star, a printer, a folder, a shopping bag, a gear, and a user profile icon) and a 'Welcome' message.

The main content area is titled 'Library: MATERIALS'. On the left, a sidebar menu shows 'DESIGN CENTER DASHBOARD' with 'Material Library' selected. The main area contains several search and filter sections:

- Advanced Search: Material Library**: A header bar with 'More Actions...', 'Saved Searches', and 'Create Material...' buttons.
- Material Information**: A grid of input fields for Material ID, Material Class (dropdown), Material Name, Base ID, Material Category (dropdown), Brand (input with search icon), Material Type (dropdown), Material Sub Type (dropdown), Created Date, Kohls Article #, Fabric R&D Presentation (dropdown), Canopy/Rayon (dropdown), Attachment Type (dropdown), and File Name (input).
- Find Materials Similar to...**: Three dashed boxes labeled 'Drag Item Here'.
- Operational Search**: A table with columns 'Field', 'Operation', and 'Value', containing two rows of dropdown menus and input fields.
- Change Tracking Search**: A 'Changes Since' dropdown menu.
- Material Construction Fields**: Input fields for Total Yarn Count, Weight, and Weight (Wt) UM (with search icon).
- Supplier Information**: Input fields for Mill Reference # and Mill, both with search icons.
- Material Status**: Input fields for Status and Active, both with dropdown menus.

At the bottom left, a vertical sidebar lists navigation options: PRODUCTION SOUR..., CALENDAR, ORDER MANAGEMENT, SUPPLIER MANAGE..., and REVERSE COSTING.



# Search the Material Library

## Advanced Search Fields

Below are descriptions of all the fields available to you when searching the material library:

	Description of Field
<b>Material Information:</b>	
Material ID	Also referred to as MID, the Material ID is a record of an individual fabric and the supplier/mill that creates it.
Material Class (Base/Supplier)	Indicates if this record is referring to a fabric from a specific mill (MID/Supplier) or if it is a "parent" material and may have many suppliers making it (base)
Material Name	The material name is automatically generated per a naming convention in one PLM when the Material Record is first created. Ex: W 97/3 COTTON/SPANDEX STRETCH-POPLIN 3.50 OZ/YD2
Base ID	The parent record to the MID, the base ID is a unique number assigned to a fabric. Multiple other MID numbers may be associated with it and is not a supplier level record.
Material Category	Choose between "Labels", "Trim" and "Material".
Brand	If the material is assigned to a specific brand, use the search field to enter the brand name.
Material Type	"Denim", "Hangtag", "Knit", etc. some of these fields may trigger other search fields to appear. For example, if you select "Knit" you will be able to search for Machine Gauge (NPI)
Material Sub Type	Refers to weave or knit structure of material, type of trim, etc.
Kohl's Article #	This is mostly used for labels and packaging, and will be assigned by the Marketing team.
Fabric R&D Presentation (Yes/No)	This is an indicator used to search for materials that have been showcased in the Material Team's seasonal R&D Presentations.
Canopy/Rayon (Yes/No)	This indicator is used to indicate if a material contains Canopy Rayon, which is part of our sustainability initiatives.
Attachment Type	If searching for Digital Material files (.u3ma) OR Testing Records, you can use this field to search attachments labeled with these indicators.
File Name	Note, this field is CASE SENSITIVE. You can search for ".u3ma" or ".png" to find specific file types.
<b>Supplier Information:</b>	
Mill Reference #	Unique number assigned by the mill that does not follow a specific Kohl's naming standard.
Mill	Name of mill that created fabric. Choose from the dropdown list.
<b>Material Status:</b>	
Status (Approved/New)	NOTE: Only Materials in "approved" status can be added to Styles/BOMs
Active (Yes/No)	Only Materials marked "yes" are visible when searching for materials, or adding to Styles/BOMs
<b>Operational Search:</b>	
Can be used to get even more specific results, for example, you could search for a list of MID numbers, using the "in the list" operation, then pasting a comma separated list of MID's in the value field.	
<b>Change Tracking Search:</b>	
Search for materials that have been changed/updated since today, yesterday, all time, etc.	
<b>Material Construction Fields:</b>	
Weight	X Mill Weight OR After Wash Weight. Enter number only.
Weight (Wt) UM	Most commonly used is GM2 (Knits) or OZ (Wovens/Denim). Use the hour glass to see and select an option

# Performing Wider Searches

Use these three fields to return many different material options:

- Material Category (ex: "Material", "Trim"...etc)
- Material Type (ex: "Denim", "Knit", "Woven"...etc)
- Material Subtype (ex: "Chiffon", "Ponte", "Rib"... etc)

\*NOTE: If there is a mismatch between categories, for example, you selected "Woven" as Material Type, and "1x1 Rib" for Material Subtype, you will not get any matching results.

# Performing Narrower Searches

Use a combination of fields, from each of these three categories to narrow your selection:

1.) Material Information	2.) Material Construction	3.) Material Type (Construction)								
<ul style="list-style-type: none"> <li>• Material Category</li> <li>• Material Type</li> <li>• Material Subtype</li> </ul>	<ul style="list-style-type: none"> <li>• Total Yarn Count</li> <li>• Mill Fabric Weight</li> <li>• Weight UM</li> </ul>	<p>(fields populate based on "Material Type" selection, example below)</p> <hr/> <table border="0"> <tr> <td data-bbox="1101 789 1305 810"><b>Material Construction Fields</b></td> <td data-bbox="1344 789 1495 810"><b>Knit Construction Fields</b></td> </tr> <tr> <td data-bbox="1101 827 1321 869">Total Yarn Count <input type="text"/></td> <td data-bbox="1344 827 1495 869">Machine Gauge (NPI) <input type="text"/></td> </tr> <tr> <td data-bbox="1101 877 1321 919">Weight <input type="text"/></td> <td></td> </tr> <tr> <td data-bbox="1101 928 1321 970">Weight (W) UM <input type="text"/></td> <td></td> </tr> </table>	<b>Material Construction Fields</b>	<b>Knit Construction Fields</b>	Total Yarn Count <input type="text"/>	Machine Gauge (NPI) <input type="text"/>	Weight <input type="text"/>		Weight (W) UM <input type="text"/>	
<b>Material Construction Fields</b>	<b>Knit Construction Fields</b>									
Total Yarn Count <input type="text"/>	Machine Gauge (NPI) <input type="text"/>									
Weight <input type="text"/>										
Weight (W) UM <input type="text"/>										

# Material Naming Convention

The material name is automatically generated by pulling from the below components:

1. Material Type: knit (k), woven (w), yarn (y), denim (d)
2. Material Content %: 100, 95/5, etc.
3. Material Content: cotton/span, cotton/polyester, etc.
4. Material Construction: rib, jersey, chiffon, twill, etc.
5. Material Weight: GSM<sub>2</sub> 200, 150, etc.
  - a. \*(older records only: OZ/YD<sub>2</sub> 3.00, 1.75, etc. )
6. Material Yarn Count: 40/1+40D, 20/1, 75D+75D, etc. if applicable.

Example: 100% Cotton 1x1 Rib Knit, 160 gm<sub>2</sub> = **K 100 COTTON RIB-1X1 160.00 GM<sub>2</sub>**

# Finding and Using Digital Materials

There are two ways to search for digital materials in the onePLM Materials Library:

- 1.) Choose the relevant search fields, including Material Category, Material Type and Material Subtype. You may also want to add Mill Fabric Weight to narrow your search further, however if you are looking for a substitute fabric, you are advised to keep your search as broad as possible, as there are only around 200 digital materials currently available (as of the time of publishing).
- 2.) Before searching, add the Attachment Type field. Select "Digital Material File (.u3ma)"

Advanced Search: Material Library

<b>Material Information</b> Material ID: <input type="text"/> Material Class: --Select-- Material Name: <input type="text"/> Base ID: <input type="text"/> Material Category: --Select-- Brand: <input type="text"/> <input type="button" value="Q"/> Material Type: --Select-- Material Sub Type: --Select-- Created Date: <input type="text"/> Kohls Article #: <input type="text"/> Fabric R&D Presentation: --Select-- Canopy/Rayon: --Select-- Attachment Type: --Select-- File Name: <input type="text"/>		<b>Find Materials Similar to...</b> [Drag Item Here] [Drag Item Here] [Drag Item Here] <b>Operational Search</b> <table border="1"> <tr> <th>Field</th> <th>Operation</th> <th>Value</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <b>Change Tracking Search</b> Changes Since: --Select--		Field	Operation	Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Material Construction Fields</b> Total Yarn Count: <input type="text"/> Weight: <input type="text"/> Weight (Wt) UM: <input type="text"/> <input type="button" value="Q"/>	
Field	Operation	Value												
<input type="text"/>	<input type="text"/>	<input type="text"/>												
<input type="text"/>	<input type="text"/>	<input type="text"/>												

- 3.) Select the MID whose properties best match what you are looking for, you should see a thumbnail of the surface texture, similar to the image below.

2/1-STRETCH-TWILL										
	Material Class	Material ID	Material Name	Mill Reference #	Mill	Base ID	Material Category	Material Type	Material Sub Type	Material Sub Type
<input type="checkbox"/>	BASE	77895	D 98/2 COTTON/SPANDEX 2/1-STRETCH-TWILL 7.20 OZ/YD2				MATERIAL	DENIM	2/1-STRETCH-TWILL	

- 4.) Navigate to the "Attachments" tab, download the .u3ma file, which should be labeled "u3ma" in the description, and have no thumbnail. Do NOT download the .png.

icon location							
Attachment No	Icon location	Attachment Type	Description	File Name	Attached By	Date Attached	
<input checked="" type="checkbox"/>	IMAGE	DIGITAL MATERIA	SURFACE TEXTURE	fabric-detail_77896.png	EVA BORYER	2024-01-05 16:35:39	
<input type="checkbox"/>	IMG1	--Select--	U3MA FILE	77896_325232017_W_98-2_COTTON-SPA...	EVA BORYER	2024-01-05 16:35:39	



## Record Set-Up

- **Existing** Material Records: PM teams should reach out to the vendor to obtain all existing MID's and a copy of any missing RMF's for their records.
- **New** Material Records: Vendors or mills should send the most recent version of the RMF to the material bot for automatic record creation. Material Bot instructions & RMF can be found on K-Link under "Resources>Private & Exclusive Brands>Material Management or at [this link](#). Once MID is assigned, Vendors should share the MID with PM teams.



## FAQ's & Troubleshooting

I: I'm unable to add a material to the BOM

A: Email PD-Materials@kohls.com to inquire if the material is still active

I: The material does not exist in the material library

A: The vendor must:

1. Retrieve the Material Request form located on K-Link: <https://link.kohls.com/login> > Private Brands > Material Management > Material Request Form
2. Fill in the form
3. Email the completed form to PD-Materials@kohls.com
4. The Materials Team will review the form, assign a material ID # (and indicate on the form), and email it back to the vendor