



Reference Guide

Style Upload Sheet (External)

one

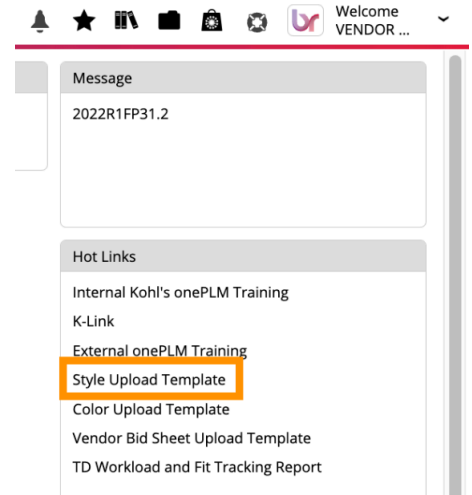
Style Upload Process:

1. Kohl's Design or Production teams will align with your team on styles that need to be uploaded into OnePLM
2. Vendors should download the Style Upload Template from OnePLM, and fill it out as outlined below
3. Vendors should send the filled out sheet to the Kohl's Design or Production team to upload
4. Kohl's Design or Production teams will upload the style information into OnePLM, and bid out styles to you
5. Once the styles are created in OnePLM, your teams can upload images to the [attachments tab](#)

How to Download the Template From the onePLM homepage:

1. Click on "Style Upload Template" under Hot Links.
2. The excel template will download to your computer.

****Please Note: The template MUST be edited in Excel.**



How to Fill Out the Template:

1. Open the Excel sheet, and Save it with a name that reflects the product and season you are entering.
2. Fill in all required columns (Yellow Headers) and any optional information you have (Blue Headers).

Required Fields:

- **Product Manager TK** - Type in the Kohl's Product Manager number. This is a code of letters and numbers that the Kohl's team will need to provide to you.
- **Fiscal Season** - Select the correct fiscal season from the dropdown
- **Division** - Select the correct division from the dropdown
- **Brand Desc** - Select the correct brand from the dropdown
- **Style Number** - Type in a style number that follows the Kohl's Style Numbering process
- **Style Description** - Type in a customer facing style description with up to 40 characters
- **Agent Code** - Type in the agent ID number. If you do not work with an agent, enter your vendor ID into both the Agent and Vendor fields.
 - **NOTE: This field MUST be party ID number, NOT name**
- **Vendor ID#** - Type in your vendor ID number
 - **NOTE: This field MUST be party ID number, NOT name**
- **Commodity** - Select the correct commodity from the dropdown
- **Product type** - Select the correct product type from the dropdown
- **Colorway** - Select the correct colorway from the dropdown

Product Manager TK #	Fiscal Season	Division	Brand Desc	Style #	Style Description
TKX2ABC	FA25	HOME-SOFT	BIG ONE	STYLEA	TEST STYLE DESCRIPTION
Agent Code	Vendor ID #	Commodity	Product Type	Colorway	
55555	55555	HOME	BEDDING	AVAILABLE	



Optional Fields:

- **Dept** - Select the correct dept from the dropdown
- **Product Notes** - Type in any notes for the Kohl’s team
- **Sourcing Type** - Select the correct sourcing type from the dropdown
- **Retail** - Type in the Kohl’s retail value
- **Buy Program #** - Type in the buy program number if the Kohl’s team provided it to you. Not all Kohl’s teams use buy programs, so you may not have one.
- **Mass Sample Request Size Range** - Select the correct size range from the dropdown
- **Technical Designer TK** - Type in the Kohl’s Tech Designer number. This is a code of letters and numbers that the Kohl’s team can provide to you if needed.
- **Designer TK** - Type in the Kohl’s Designer number. This is a code of letters and numbers that the Kohl’s team can provide to you if needed.
- **Base Request No** - If this information is available, Kohl’s can provide it to you
- **Classification Contact TK** - Type in the Kohl’s Classification number. This is a code of letters and numbers that the Kohl’s team can provide to you if needed.
- **Box ID** - If this information is available, Kohl’s can provide it to you. This is for Footwear only.
- **Freight Type Desc** - Select from the dropdown
- **Assoc/Asst Designer TK** - Type in the Kohl’s Assistant or Associate Designer number. This is a code of letters and numbers that the Kohl’s team can provide to you if needed.
- **Dev Choice Suffix** - Kohl’s can provide you one or more values to type into this field, separated by commas.
- **Month** - Select from the dropdown
- **BOM Status** - Type in “Active” if the Kohl’s team uses BOMs and asks you to enter a value here

	Dept	Product Notes	Sourcing Type	Retail	Buy Program #
	011	TEST NOTES	KNIT	59.99	5555
Mass Sample Request Size Range	Technical Designer TK #	Designer TK #	Base Request No	Classification Contact TK #	Box ID
NO SIZE	TKX2ABC	TKX2ABC		TKX2ABC	
	Freight Type Desc	Assoc/Asst Designer TK #	Dev Choice Suffix	Month	BOM Status
	STANDARD	TKX2ABC			

- 3. Do NOT:**
- Insert columns into the excel sheet**
 - Rename the excel sheet tabs**
 - Leave any required fields blank**
 - Use special characters or symbols like “: ` * < > &”**

