

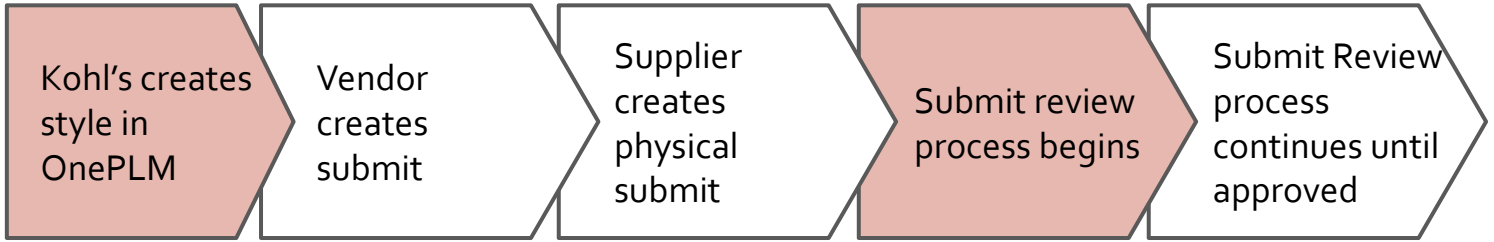
# Reference Guide

Submits (External)

# Submits: External – Vendor/Agent



## The Submit Process



## Creating a Submit

### Step 1: Vendor Creates Submit(s) from BOM

1. Navigate to the BOM tab on the Style Overview.
2. Select the BOM you need using the Go To Navigation drop-down if it is not the current BOM displayed
3. Select the checkboxes next to the component (material) and colorway(s) for which you wish to create Submit(s)

Style: ETEST



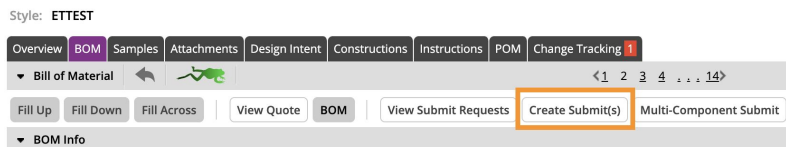
Go To CORE FT- RS1, RD

SNOW NEP FT- RS2, RG2

✓ CORE FT- RS1, RD1, RP1, RG1, RE1



4. Click on the Create Submit(s) button.



5. Complete the Submit(s) by filling in the required fields

Submit Type	Agent (if applicable)	Target Approval Date
Submit Category	Vendor	Fiscal Season
Supplier/Mill	Vendor Planned Ship Date	Brand

6. Click Save. This will create the unique Submit (job) No(s) for each submit (scroll right to view). Make note of these numbers



## NOTE: Non Validated Colorways

- A non-validated color is any colorway which does not exist within our color or artwork libraries.
- This is controlled by Kohls PM team on the Style Overview and occurs when the “Name” field is left blank and only filling in the “Colorway” field with Kohls's desired name.
- The “Colorway” field will also automatically populate on the Kohls BOM and submits.

## Step 2: Vendor Selects “Send to Supplier”

You must select **Send to Supplier** otherwise the mill or vendor (if the vendor is acting on behalf of the mill) will not be able to complete the creation process

The screenshot shows the Kohls Submits Creation interface. At the top left is the Kohls logo. Below it, there are navigation arrows, a 'Style' dropdown, a 'Quick Search' input field, and a 'Go' button. On the right, there are notification icons (a bell with '4', a star, and several folder icons) and a user profile section with 'Welcome VENDOR W/O A...' and a dropdown arrow. Below the navigation bar, the page title is 'Submits: CREATION'. On the right side of the page, there are two buttons: 'Save' and 'Send to Supplier', with the latter highlighted in orange. The main content area is titled 'Create Submits' and contains a table with columns: Color Name, Color, Non-Library Color, Artwork Display Color, te, Submit Due Date, Notes for Agnt/Vdr/Mill, Notes for Kohls, Submit No, and Status. There are also buttons for 'Fill Up', 'Fill Down', and 'Fill Selected'. The table has three rows, each with a checked checkbox in the first column. The first row has 'BLUE GEO DITSY' in the Artwork Display Color column. The second row has 'GEO DIAMOND NAVY'. The third row has 'BLAZING ORANGE' in the Color Name column. The Submit No column contains values 784177, 784178, and 784179. The Status column contains 'NEW' for all rows.

<input checked="" type="checkbox"/>	Color Name	Color	Non-Library Color	Artwork Display Color	te	Submit Due Date	Notes for Agnt/Vdr/Mill	Notes for Kohls	Submit No	Status
<input checked="" type="checkbox"/>				BLUE GEO DITSY					784177	NEW
<input checked="" type="checkbox"/>				GEO DIAMOND NAVY					784178	NEW
<input checked="" type="checkbox"/>	BLAZING ORANGE								784179	NEW

If creating a single Submit from the Submit Overview page:

- Click on More Actions and select the Send to Supplier option

If creating multiple Submits from the Submits Creation page (depicted above):

- Select the checkboxes of the Submits to send to supplier
- Click the Send to Supplier button.

## NOTE:

Once a submit is “Sent to Supplier”, the first round is created and an email is sent to the mill and vendor (and if applicable, Li & Fung Office and Li & Fung MR) stating that a submit request has been requested

### Step 3: Mill / Vendor Completes Round 1 Section(s)

1. If not already, click into the submit. If you are still on the Submit Creation screen, or have searched for the submit, click on the submit # hyperlink. You should now be on the Submit Overview page
2. Click on the Rounds tab
3. Navigate to Round 1
4. Per below, navigate to the indicated section(s) and complete these fields:
  - a. Submit Date
  - b. Carrier
  - c. Airway Bill (AWB) No.
  - d. Decision Status(es)
    - i. **NOTE:** Please refer to the Submit Decision Status Certification Overview Job Aid if needed
    - ii. **NOTE:** All sub-evaluation statuses (Color Status, Handfeel, Quality & Pattern/Layout/Art Scale) must be entered before an Overall Decision Status can be entered. For solids, enter Vendor Not Evaluated as a status for the sub-evaluation of Pattern/Layout/Art Scale (since it does not apply).

Submit: S23SNW523 - BLUE GEO DITSY

Submits Rounds Attachments Change Tracking

BRAND X WOMENS TEST MILL - TESTING PURPOS... TEST DOMESTIC VENDOR - V2...

▼ Rounds

▼ Round: 1

Supplier/Mill Information	Agent/Vendor Information	Kohls Information
<b>Replace Versions</b> Submit Date: 11/12/2023 Decision Status: [ ] Carrier: [ ] AWB No: [ ] Reviewed By: [ ] Decision By: [ ] Decision Date: [ ] Rejected By: [ ]	<b>Replace Versions</b> Submit Date: 11/12/2023 Decision Status: VENDOR PRESCEE... Carrier: DHL AWB No: 23412785 Reviewed By: [ ] Decision By: VENDOR W/O AGENT Decision Date: 11/12/2023 Rejected By: [ ] Target Approval Date: [ ] Shipped Date: [ ]	Decision Status: [ ] Reviewed By: [ ] Decision By: [ ] Decision Date: [ ] <b>Kohls Comments</b> [ ] <b>Kohls Qual/Hand Eval</b> Color Status: [ ] Handfeel: [ ] Quality: [ ] Pattern/Layout/Art: [ ] Comments: [ ] Decision By: [ ] Decision Date: [ ]
<b>Supplier/Mill Comments</b> [ ]	<b>Agent/Vendor Comments</b> [ ]	
	<b>Agent/Vendor Qual/Hand Eval</b> Color Status: VENDOR COL... Handfeel: VENDOR NO... Quality: VENDOR NO... Pattern/Layout/Art Scale: VENDOR NOT ... Comments: [ ] Decision By: VENDOR W... Decision Date: 11/12/2023	

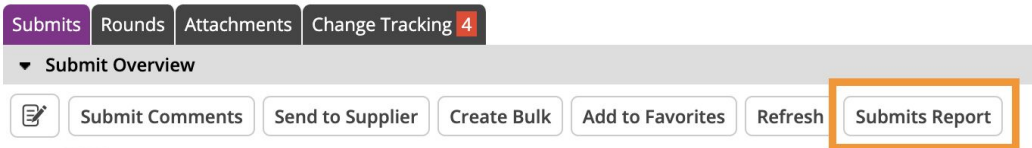
## What Section(s) Do I Fill in?

- I am a Mill. Fill in only the Mill Section, Save
- I am a Non Li & Fung Vendor. Fill in the Mill Section, Save, Fill in the Agent/Vendor Section, Save
- I am a Li & Fung Agent or Vendor. For Solid Submits, fill in the Agent/Vendor Section only. For Print/Pattern Submits, fill in the Mill section, Save, Fill in the Agent/Vendor Section, Save

## Step 4: Mill / Vendor Generates Submit Form

1. Click on the Overview tab
2. Click on Submit Report button. This will display the Submit Report in a separate window

Submit: S23SNW523 - BLUE GEO DITSY



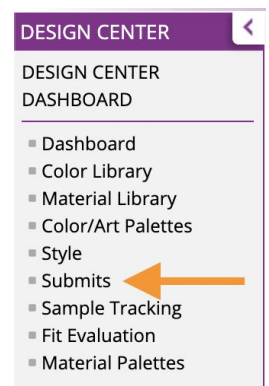
3. Print the report
  - a. Mark what needs to be reviewed on the form

Round 1			
Submitted For			
<input checked="" type="checkbox"/> Color	<input type="checkbox"/> Handfeel/Finishing	<input type="checkbox"/> Quality (Construction & Weight)	<input checked="" type="checkbox"/> Pattern/Layout/ Art Scale
<input type="checkbox"/> Unwashed	<input type="checkbox"/> Washed	Wash Type:	Print Method:

- b. Attach to the physical submit and send for review:
  - i. If associated with Li & Fung, send to your Vendor or Agent
  - ii. If not associated with Li & Fung, send to Kohl's

## Searching For a Submit

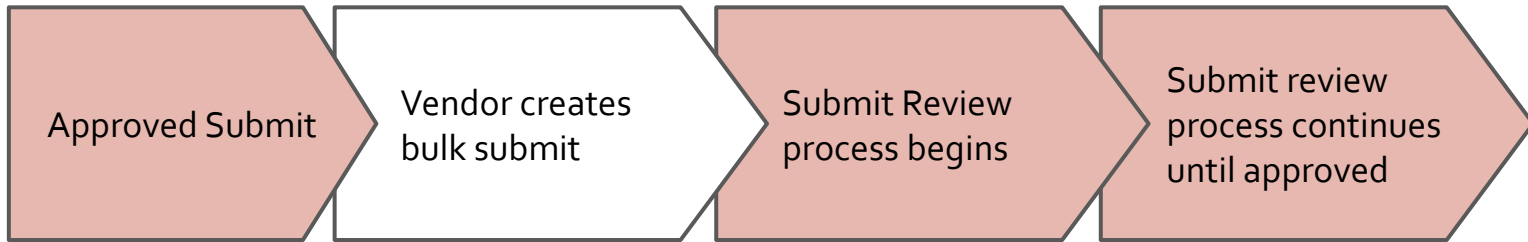
1. From the purple Left Navigation bar, Click on Submits
2. Enter Search Criteria (e.g. Submit No, Season, Brand, Submit Type, Status, etc)
3. Click Search
4. In the Results List, click on the Submit No hyper link to enter into the submit



The screenshot shows a 'Submit List' table with columns: Status, Submit No, Color, Color Name, Non-Library Color, Artwork Display Color, Artwork #, Submit Type, and Submit Category. The '87427' submit number is highlighted with an orange box.

Status	Submit No	Color	Color Name	Non-Library Color	Artwork Display Color	Artwork #	Submit Type	Submit Category
<input type="checkbox"/> SENT TO SUPPLIER	87427		EGRET				TRIMS & FINDINGS	TRIM
<input type="checkbox"/> APPROVED	244689		101-140 PINK GLAZE				LAB DIP	SOLID

# Create a Bulk Submit

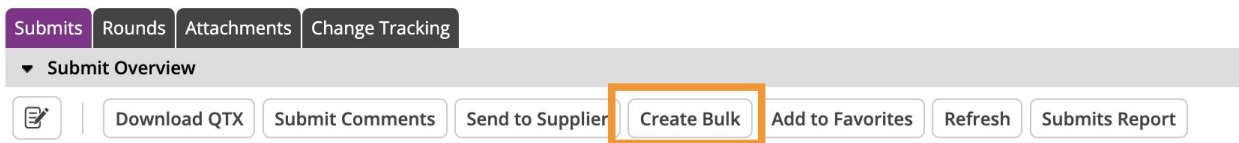


A bulk submit is created from an approved Submit. For example: a Solid Bulk would be created from the approved Lab-Dip; and a Print Bulk submit would be created from an approved Strikeoff

From the [Approved Submit's Overview](#) page:

1. Click on Create Bulk Submit option. This creates a new Submit record

Submit: 101-140 PINK GLAZE



2. Complete the required fields Note: many of the required fields copy from the approved submit. Modify the information that copied if applicable
3. Click Save. A new Submit No will be created, which is linked to the original approved submit via the Pre-bulk Reference Submit field
  - a. **NOTE:** The previously approved Submit No will post to the Pre-Bulk Reference Submit field, linking the pre-submit/ submit to the bulk submit.

Submit: 101-140 PINK GLAZE

Submit Overview

Submit Comments | Send to Supplier | **Create Bulk** | Add to Favorites | Refresh | Submits I

**Submit Information**

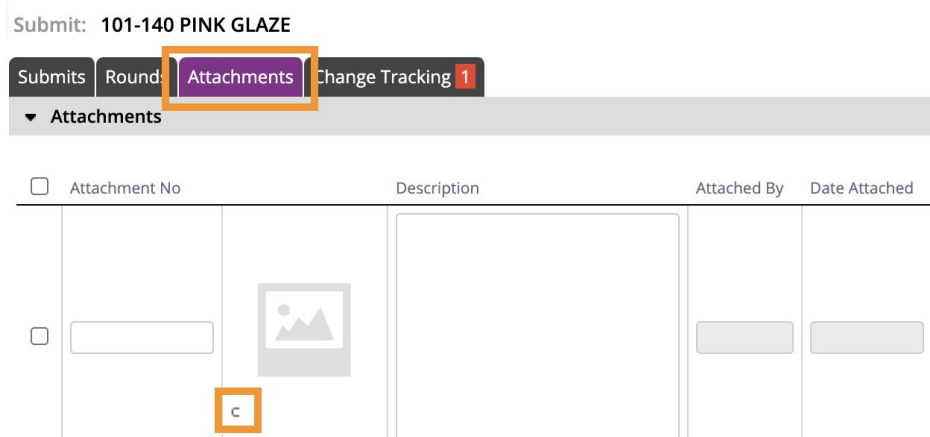
Submit Type	Submit No
<b>SOLID BULK</b>	
Submit Category	Related Submit No.
SOLIDBULK	
Pre-BulkReference Submit	Status
<b>244,689</b>	NEW

## Add Attachments to a Submit

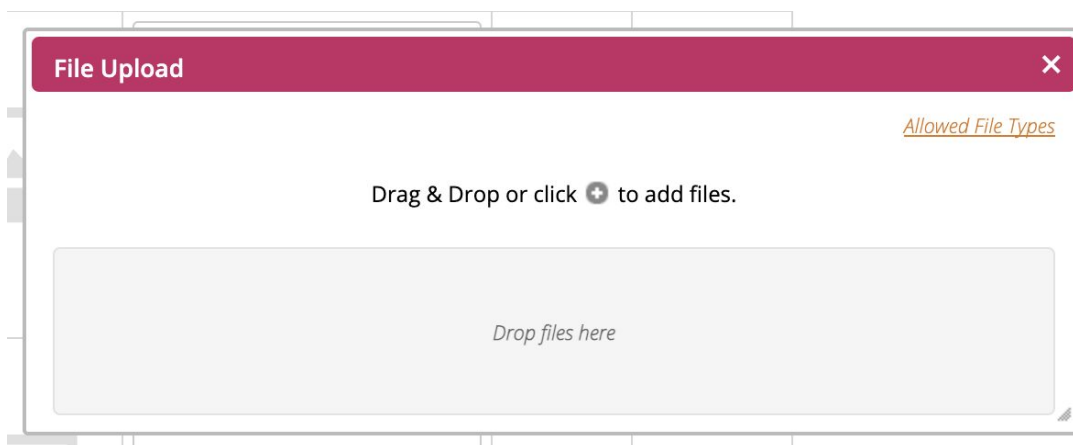
A bulk submit is created from an approved Submit. For example: a Solid Bulk would be created from the approved Lab-Dip; and a Print Bulk submit would be created from an approved Strikeoff

From the Approved Submit's Overview page:

1. Click on the Attachments tab
2. Click on the "C" (for Create). This displays the file upload pop-up



3. Either drag and drop your file, or Click the "+" and browse to locate desired file and click the Open button
4. Click on the Attach button
5. Save



# Process Workflows

## Mill

	Solid Submit	Solid Bulk Submit
Certified Mills	Approve → Move to Bulk	Approve → Begin Production
	BCD or Pre-screened →	Send to Vendor/Agent
Non-Certified Mills	BCD or Pre-Screened →	Send to Vendor/Agent

## Vendor

		Solid Submit	Print/Pattern Submits
Li & Fung Vendors	Certified Vendors	Approve → Move to Bulk	N/A
		Reject → Another Round	
		BCD or Pre-Screened →	Send to Agent
	Non-Certified Vendors	BCD or Pre-Screened →	Send to Agent
Non-Li & Fung Vendors		BCD or Pre-Screened →	Send to Kohl's

## Agent

	Submits	
Li & Fung Office*	Approve →	Move to Bulk
	Reject →	Another Round
	BCD or Pre-screened →	Send to Kohl's



# Troubleshooting



**I: When trying to create a submit I receive a “Please select at least one...” error message**

**A:** Make sure that you are selecting both the material and the color(s) prior to selecting “create submit”



**I: I selected both the material line and color(s) but am still getting a “Please select at least one...” error message**

**A:** Check that the colorways on the material line are filled in correctly (per below). The colorway should be present, as well as a smart tag to the right of the field. If a correction is needed, contact your Kohl’s Product team

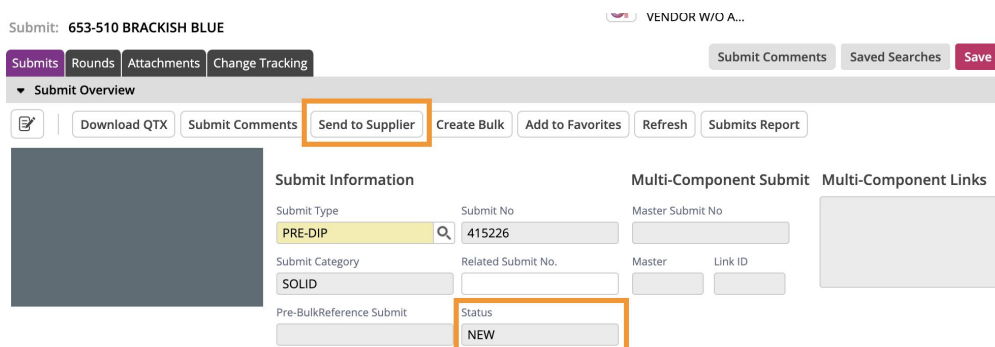


**I: When I try to create a submit I receive a “This is a duplicate submit” message**

**A:** If you receive this message, select “OK” to take you to the submit that already exists.

**I: When I try to select the “Rounds” tab I receive a “Submit does not have rounds” error message**

**A:** Navigate to the Submit Overview page, select the “More Actions” drop down and choose “Send to Supplier”. Now you will be able to enter into the rounds tab.





**I: The submit is not displaying the correct / is missing sub decision boxes**

A: Check the "Submit Category" field on the Submit Overview page. Delete and re-select the "Submit Type" and save. The submit category will now appear if it was blank, or be corrected if it was incorrect, which will result in the appropriate sub decision boxes on the rounds tab.

**I: When I try to print the Submit Report page I receive a "Please enter a supplier/mill decision status and submit date" error**

A: You must complete these fields in your section (either "Supplier/Mill" or "Agent/Vendor") first: Submit Date, Decision Status, Sub Decision statuses, Carrier, AWB No (tracking #)

**I: I performed the above but am still unable to print the submit report page**

A: If not already try using Chrome. Also try clearing your browser history, log out and back in again

**I: Kohl's is unable to comment in the round / is requesting that I "open the round for comments"**

A: Navigate to the "Agent/Vendor" section of the round and fill in the following fields and save: Submit Date, Decision Status, Sub Decision statuses, Carrier, AWB No (tracking #)

**I: I am unable to find or select and save the supplier/mill**

A: Contact [factory.compliance@kohls.com](mailto:factory.compliance@kohls.com) to confirm that your supplier/mill is currently approved and active in OnePLM. They will work with you if you need to reinstate the supplier/mill.

