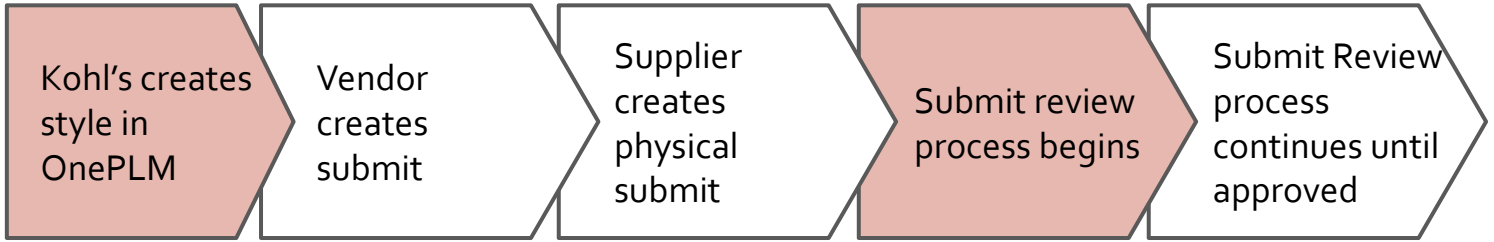# Reference Guide

Submits (External)

Submits: External – Vendor/Agent

The Submit Process

Kohl's creates style in OnePLM	Vendor creates submit	Supplier creates physical submit	Submit review process begins	Submit Review process continues until approved

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

Style: **ETTEST**

Overview **BOM** Samples Attachment
▼ Bill of Material

Go To   CORE FT- RS1, RD ▾

SNOW NEP FT– RS2, RG2
✓ CORE FT- RS1, RD1, RP1, RG1, RE1

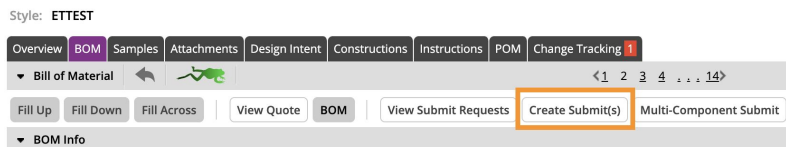3. Select the checkboxes next to the component (material) and colorway(s) for which you wish to create Submit(s)

RP1

11/7 STRIKEOFF
S23SNW523
SIMPLE GEO DITSY
BLUE GEO DITSY
BL G DTSY

		Supplier Ref #	Component	Size/Additional Info	Finish/Wash	
☑		NF-32C/T-35...	K 62/38 COTTON/P...	BODY- CORE ...		☑

c

BLUE GEO DI...

L

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

Style: **ETTEST**

Overview | BOM | Samples | Attachments | Design Intent | Constructions | Instructions | POM | Change Tracking 1
▼ Bill of Material   ‹1 2 3 4 . . . 14›

Fill Up | Fill Down | Fill Across | View Quote | BOM | View Submit Requests | Create Submit(s) | Multi-Component Submit
▼ BOM Info

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

If creating a single Submit from the Submit Overview page:
  a.   Click on More Actions and select the Send to Supplier option

If creating multiple Submits from the Submits Creation page (depicted above):
  a.   Select the checkboxes of the Submits to send to supplier
  b.   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).
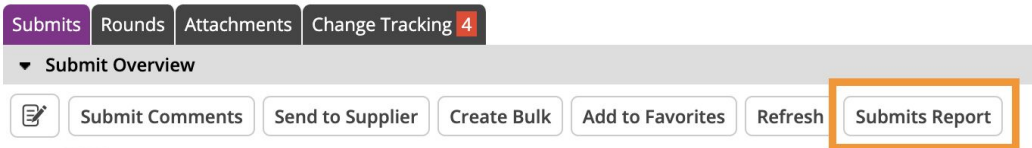
What Section(s) Do I Fill in?
- I am a Mill. Fill in only the Mill Section, Save
- I am a Non Li & Fung Vendor. Fill in the Mill Section, Save, Fill in the Agent/Vendor Section, Save
- I am a Li & Fung Agent or Vendor. For Solid Submits, fill in the Agent/Vendor Section only. For Print/Pattern Submits, 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
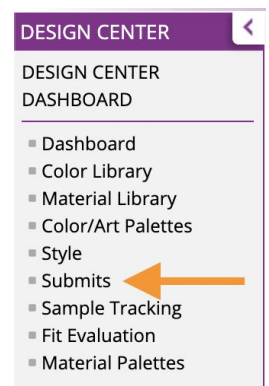2. Click on Submit Report button. This will display the Submit Report in a separate window

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

   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
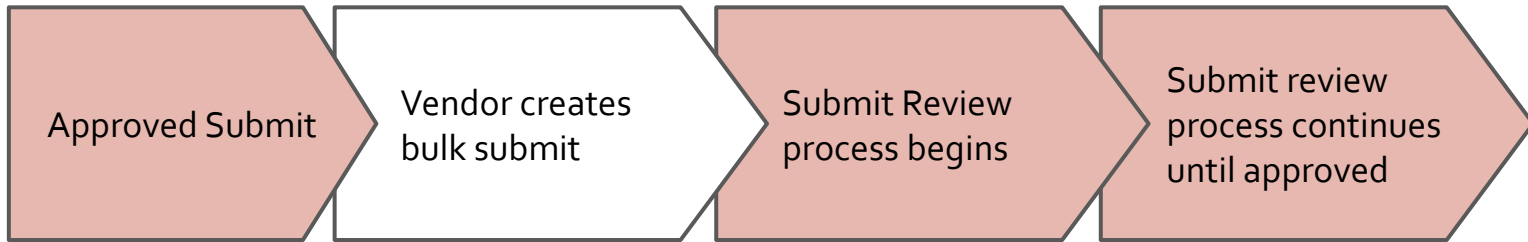
Searching For a Submit

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

Create a Bulk Submit

| Approved Submit | Vendor creates bulk submit | Submit Review process begins | Submit review process continues until approved |

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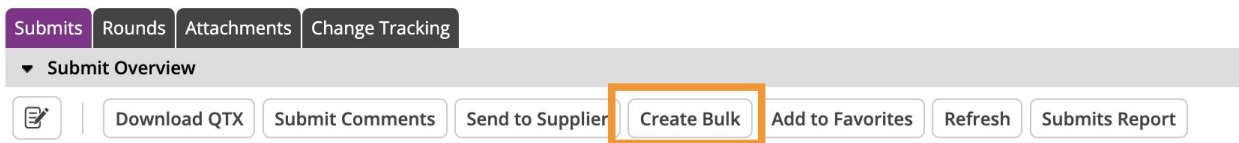
2. Complete the required fields Note: many of the required fields copy from the approved submit. Modify the information that copied if applicable
3. Click Save. A new Submit No will be created, which is linked to the original approved submit via the Pre-bulk Reference Submit field
   a. NOTE: The previously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

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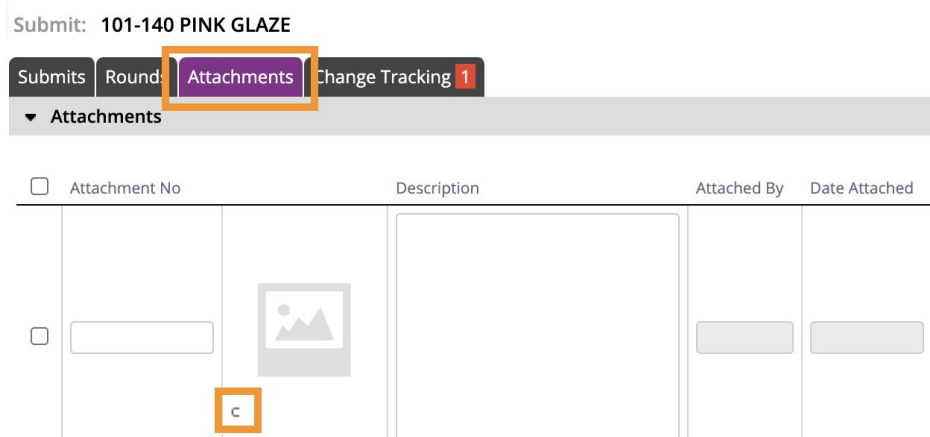
3. Either drag and drop your file, or Click the "+" and browse to locate desired file and click the Open button
4. Click on the Attach button
5. Save
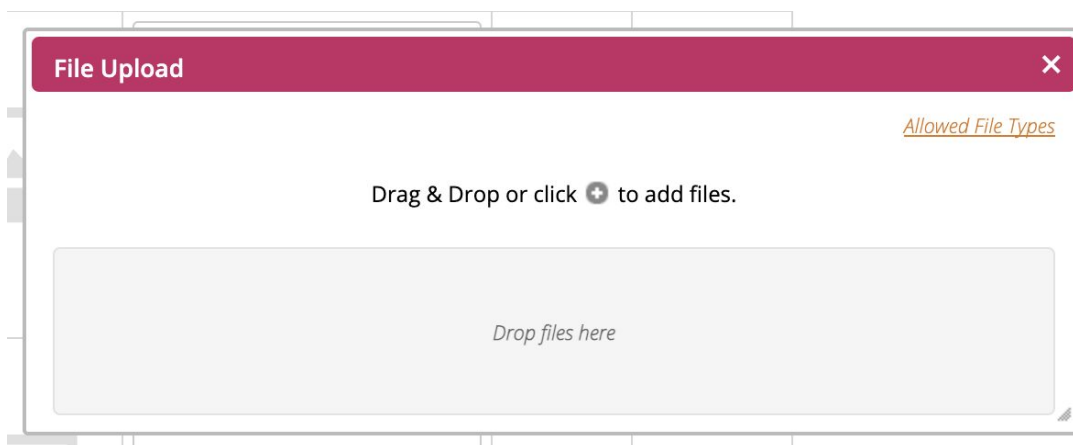
Process Workflows

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 Reject ➡ Another Round	N/A
		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.
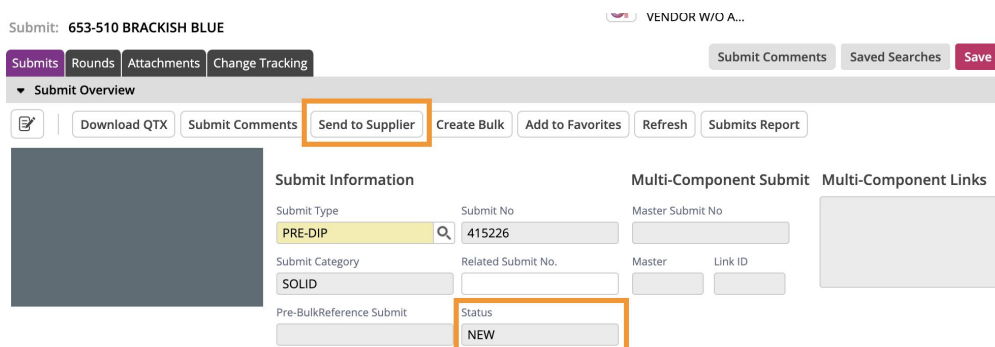
I: The submit is not displaying the correct / is missing sub decision boxes
A: Check the "Submit Category" field on the Submit Overview page. Delete and re-select the "Submit Type" and save. The submit category will now appear if it was blank, or be corrected if it was incorrect, which will result in 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 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.