

Oracle (Kohl's Financial System)



Extraction/Order Release

Via email (PDF) or available on the Oracle Supplier Portal



Acknowledgement

Required within 48 hours of receipt of order



Supplier Initiated Change Order

(if applicable) Promised Delivery Date, Pricing, Quantity



Advanced Ship Notice (ASN)

Required within 48 hours of shipment



Invoice

Acknowledgement & ASN are required prior to invoicing.

Oracle Supplier Portal

Oracle Cloud Supplier Portal is a web based ordering system used to transact between Kohl's and its business partners.

URL: <http://eike.fa.us2.oraclecloud.com>

Purchase Orders (POs) will be sent via email and simultaneously made available in the Supplier Portal. Kohl's recommendation is that all vendors log into the Supplier Portal on a daily basis. Email communication of POs must not be used as the sole method of verification to confirm order receipt. Suppliers are required to log into the Supplier Portal to acknowledge and confirm receipt of all POs.

Vendor Access

A group email address is required for all PO communication. In addition, a list of all individuals that need access to the Supplier Portal, along with their titles and email addresses should be sent to PUR-VendorRelations@kohls.com. **Note: login credentials should never be shared with multiple users.** If you have forgotten your Username/Password, refer to the **Troubleshooting Supplier Access Job Aid** for password reset instructions.

Email Communication

- Group email addresses are used for all PO correspondence.
- Emails and their attachments may be as large as 60MB.
- PDF version of the PO includes all order attributes (delivery criticality, labeling details, delivery addresses, change order details).
- Confirm with your technical security or email administration team to ensure all emails from the Oracle domain are whitelisted and will be accepted by your company (domain: **mail.us2.cloud.oracle.com** & **ejke.fa.sender@workflow.mail.us2.cloud.oracle.com**).