



# Reference Guide

## Product Testing - Vendors

*Last Updated: 3/26/2024*

one



## Accessing Kohls Test Reports

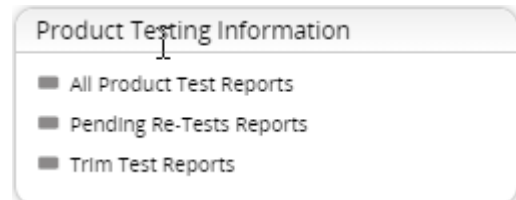
If you need to find and access a specific Test Report(s), you can use one of the following methods below.

### Dashboard Queries

The following queries are available on your Dashboard.

#### Product Testing Information

The queries in this group are all product tests assigned to your Vendor group



#### All Product Test Reports

This query returns a listing of all Test Reports based on your Search criteria entered. Use this query to:

- View information regarding the Test Reports right within the query
- Access the Test Report page by clicking on the Test Report # to view any attached documents for the Test Report
- Export the query results to Excel using the '[Export to Excel\(XLSX Format\)](#)' link

#### Trim Test reports

Use this query to find a listing of all **Trim** Test Reports only. Use this query to:

- View information regarding the Trim Test Reports right within the query
- Access the Test Report page by clicking on the Test Report # to view any attached documents for the Test Report
- Export the query results to Excel using the '[Export to Excel\(XLSX Format\)](#)' link

#### Pending Re-Test reports

Use this query to find a listing of all Test Reports pending Re-Test Reports. Use this query to:

- View information regarding the Test Reports pending Re-Test Reports right within the query
- Access the Test Report page by clicking on the Test Report # to view any attached documents for the Test Report
- Export the query results to Excel using the '[Export to Excel\(XLSX Format\)](#)' link


**NOTE:** See the "onePLM Search Tips and Tricks" Reference Guide for how to create your own views of the queries above and how to save your search criteria for easier use.

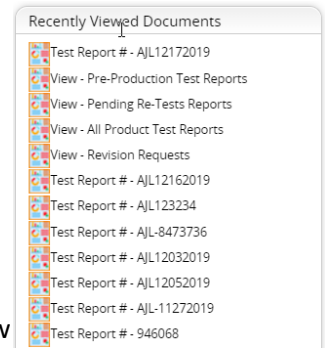




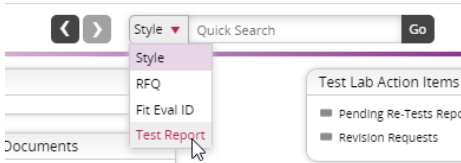
## Recently Viewed

The Recently Viewed box on your Dashboard will give you a listing of the last 20 documents or queries you have viewed. Simply click on any item within this box to re-open the associated page.

**Note:** All items with the icon  is a Kohls Test Report document or query.

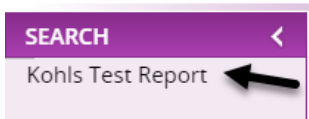


You can also use the **Quick Search** and search by Test Report as well as hold down the back arrow button next to Quick Search to see the 20 last recently viewed



## Left Navigation

Click on **Kohls Test Reports** in the left navigation under the **SEARCH** Panel in order to Search for a Test Report(s) to access.



Upon clicking Kohls Test Reports, the **Kohls Test Reports Search** window will open.

You can Search for a Test Report(s) by entering any of the following fields and clicking **'Search'**:

Kohls Test Report

Search: Kohls Test Report

Test Report # Like [ ] Test Type Like [ ] Test Lab Like [ ]

Vendor Like [ ] Test Issued Date Equal to [ ] Test Report Expiration Date Equal to [ ]

Style / Material Nos Like [ ] Category Like [ ] Brand Like [ ]

Season Like [ ]

Search Reset

Once your search results display, you can access any of the test reports by clicking on the **Test Report #** or click on **"Click here to enter new search criteria"** to enter a different search.

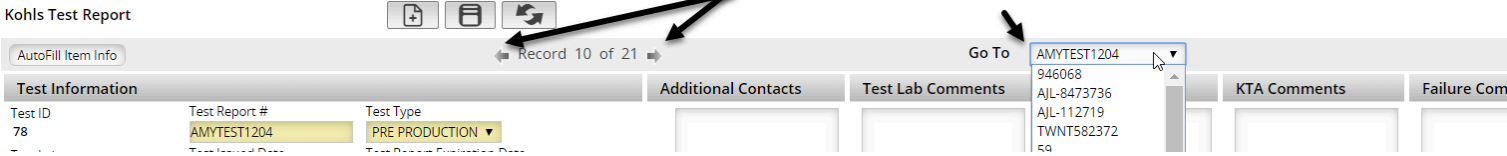
Click here to enter new search criteria

| Select                   | Test Report #                 | Vendor | Test Lab | Test Report Expiration Date | Test Type      | X-Factory Date | GCC Request Date | Style / Material Nos | Category  | Br |
|--------------------------|-------------------------------|--------|----------|-----------------------------|----------------|----------------|------------------|----------------------|-----------|----|
| <input type="checkbox"/> | <a href="#">AJL-112719</a>    | 55555  |          | 11/24/2020                  | WHOLE PRODUCT  | 12/09/2019     |                  | AMYTEST1105          | CHILDRENS | JU |
| <input type="checkbox"/> | <a href="#">TWNT582372</a>    | 55555  |          |                             | WHOLE PRODUCT  | 01/31/2020     |                  | AMYTEST1105-1PR      |           | JU |
| <input type="checkbox"/> | <a href="#">59</a>            | 77777  |          |                             | MATERIAL       |                |                  | ITEM123              |           | I  |
| <input type="checkbox"/> | <a href="#">AJL-123456789</a> | 55555  |          | 11/24/2020                  | WHOLE PRODUCT  | 12/09/2019     |                  | AMYTEST1105RN        | CHILDRENS | JU |
| <input type="checkbox"/> | <a href="#">AJL-11272019</a>  | 55555  |          |                             | PRE PRODUCTION | 12/27/2019     |                  | AMYTEST1105          | CHILDRENS | JU |
| <input type="checkbox"/> | <a href="#">AJL12032019</a>   | 55555  |          |                             | WHOLE PRODUCT  | 01/24/2020     |                  | AMYTEST1105          | CHILDRENS | JU |
| <input type="checkbox"/> | <a href="#">AJL12032019-1</a> | 55555  |          |                             | WHOLE PRODUCT  | 01/24/2020     |                  | AMYTEST1105          | CHILDRENS | JU |





When you click on a Test Report #, the associated Test Report page will open. From here you quickly access the other Test Reports from your search results by using the **arrows** or **Go To** drop down at the top of the page



You can also go back to your Search Results by using the **Search List** button in the top right corner of the page





## Uploading Additional Documents

Under the 'Uploaded Documents' section, select 'Additional Document' in the 'Report' drop down menu:

| Uploaded Documents       |                      |                              |                             |               |                  |
|--------------------------|----------------------|------------------------------|-----------------------------|---------------|------------------|
| <input type="checkbox"/> | Report               | Description/Re-Test Report # | Attachments                 | Date Received | Test Rating      |
| <input type="checkbox"/> | --                   | Test Report                  |                             | 12/29/2019    | REGULATORY FAIL  |
| <input type="checkbox"/> | --                   | Re-Test Report               |                             | 01/09/2020    | PERFORMANCE FAIL |
| <input type="checkbox"/> | --                   |                              | <a href="#">Attachments</a> |               | --               |
| <input type="checkbox"/> | --                   |                              | <a href="#">Attachments</a> |               | --               |
| <input type="checkbox"/> | Additional Documents |                              | <a href="#">Attachments</a> |               | --               |

1. Enter a Description of the additional document being uploaded (Ex. *Technical Specification*)
2. Click the **Save** icon at the top of the page
3. Click **Attachments** link on the Test Report line

| Uploaded Documents       |             |                              |                             |               |                 |            |          |            |          |              |                 |
|--------------------------|-------------|------------------------------|-----------------------------|---------------|-----------------|------------|----------|------------|----------|--------------|-----------------|
| <input type="checkbox"/> | Report      | Description/Re-Test Report # | Attachments                 | Date Received | Test Rating     | CTA Status | CTA Date | KTA Status | KTA Date | PM Reviewed? | Doc Upload Date |
| <input type="checkbox"/> | Test Report | Test Report                  | <a href="#">Attachments</a> | 12/15/2019    | REGULATORY FAIL | --         |          | --         |          | --           |                 |

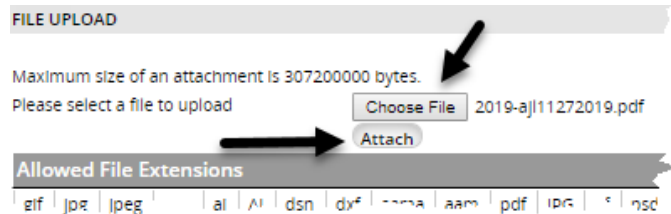
An **Attachment** window will open

4. Click on the 'Click to Add Attachment' link

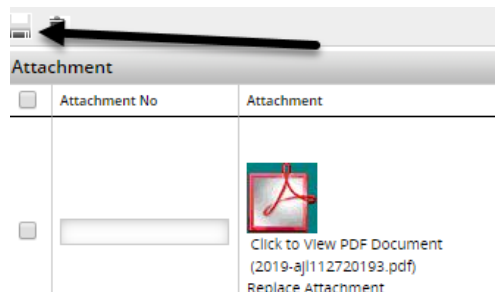


A **File Upload** window will open

5. Click 'Choose File' and navigate to the path the support document file is located
6. Double click on the file to upload
7. Click 'Attach' in the **File Upload** window



8. Click in the **Attachment** window to save the file



9. **Close** the window





## Viewing the GCC

Once the overall test report status is in 'Pass', 'Accept-as-is' or 'Performance Fail', the Test Lab can upload the GCC.


To View the GCC:

1. Search for and open the Test Report page  
The below window will open
2. Click on the **Attachment** icon in the 'GCC Form' row

| Test Information    |  |   | Additional Style Nos                                 | Additional Contacts | Test Lab Comments | CTA Comments | KTA Comments |
|---------------------|--|---|--|---------------------|-------------------|--------------|--------------|
| Test ID<br>436.662  | Test Report #<br>AJL02172020TL             | Test Type<br>WHOLE PRODUCT                | AMYTEST0724RS/AMYTE<br>ST0318PR/AMYTEST0712<br>D-1RS |                     |                   |              |              |
| Test Lab<br>AJL_USA | Test Issued Date<br>02/14/2020             | Test Report Expiration Date<br>08/14/2020 |  |                     |                   |              |              |
| Vendor<br>5555      | Vendor Name<br>TEST VENDOR - V2010 UPGRADE | Agent<br>76201                            |  |                     |                   |              |              |
| Factory<br>55556    | Factory Name<br>TEST FACTORY               | X-Factory Date<br>04/30/2020              |  |                     |                   |              |              |
| Status<br>COMPLETE  | Modified By<br>TSSPT                       | Modified Date<br>2020-02-17 15:39:11      |  |                     |                   |              |              |

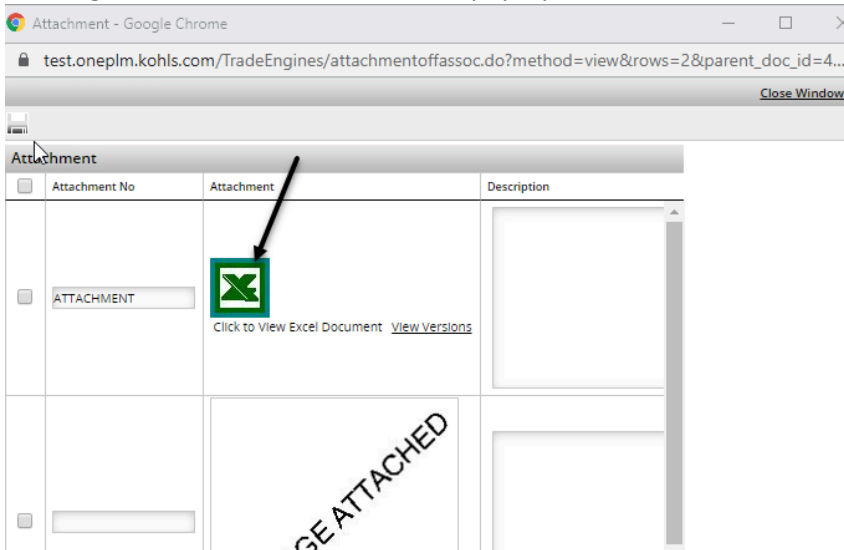
  

| Style Information           |                |             |                        |                       |               | Colors Tested            |
|-----------------------------|----------------|-------------|------------------------|-----------------------|---------------|--------------------------|
| Style #<br>AMYTEST0712D-1RS | Season<br>FA16 | Dept<br>012 | Brand<br>JUMPING BEANS | Category<br>CHILDRENS | PM<br>TK30067 | OATPR,ARUBABL,SUNKS<br>D |

| Uploaded Documents |                              |   |               |                  |                  |            |            |            |              |             |             |  |
|--------------------|------------------------------|---|---------------|------------------|------------------|------------|------------|------------|--------------|-------------|-------------|--|
| Report             | Description/Re-Test Report # | Attachments   | Date Received | Test Rating      | CTA Status       | CTA Date   | KTA Status | KTA Date   | PM Reviewed? | Upload Date | Modify Date |  |
| ...                | Test Report                  | Attachments   | 02/11/2020    | REGULATORY FAIL  | KOHL'S TO REVIEW | 02/17/2020 | RE-TEST    | 02/17/2020 |              |             | 02/17/2020  |  |
| ...                | Re-Test Report               | Attachments   | 02/17/2020    | PERFORMANCE FAIL | ACCEPT-AS-IS     | 02/17/2020 | ...        |            |              |             | 02/17/2020  |  |
| ...                | GCC Form                     |  |               | ...              | ...              |            | ...        |            |              | 02/17/2020  | 02/17/2020  |  |

The below Attachment pop-up window will open

3. Clicking on the **Attachment** icon in the pop-up window will download the GCC document





## Requesting a New onePLM Login:

Please use this form to request a new or additional onePLM login: [onePLM Access Request Form](#)

Here is an *example* of how this should be filled out for a new user

*Note: If the user performs multiple functions, select each of these under 'Role(s)'.*

**Name \***

Please enter the name of the person submitting this request

Amy Lindner

**Display Name \***

Please enter the First and Last Name of the User that will be using this ID

Amy Lindner

**Title \***

Please enter a role title for this user id. Ex. Product Manager, Technical Designer, Test Lab, etc.

Test analyst

**Email address \***

Please enter the email address of the user this ID is for. This email will be used for 'some' specific email alerts.

amy.lindner@kohls.com

**Entity/Office Type \***

Direct/Domestic Vendor

**Entity ID \***

Please enter the entity ID for your company.

L&F - L&F office

Vendor - Vendor ID

Test Lab - Test Lab Name and Location

Inspection Co - Inspection Co Name and location

Mill - Mill ID (enter TBD if this is has not been provided to you yet)

55555

**Role(s) \***

Please select the specific role(s) you perform for your office

- MR/Product Manager
- Technical Designer - Certified Lvl 3
- Technical Designer - Certified Lvl 2
- Colorist
- Product Testing
- Quality Inspections

