

PO: 1234567  
Style #: ABC1234  
Quantity: 23,352 pcs  
COO: Guatemala  
Factory Name: Factory X

# Production Records Checklist

Kohl's request date: June 6, 2022  
**Must be received by: June 17, 2022 (10 days from request date)**  
Ship to: Kohl's Department Stores  
Attn: Angela Johnson, Customs Compliance  
N56W17000 Ridgewood Dr.  
Menomonee Falls, WI 53051

The following documents must be completely provided, translated into English, in clear and legible copies. It must be organized in a binder according to the *Table of Contents*, using tabs and **no** stapled or numbered pages. Please check box accordingly (F) Factory and (L&F) Li & Fung. Checkbox will assist in organizing and verifying PR.

- |                              |                                     |   |                                |
|------------------------------|-------------------------------------|---|--------------------------------|
| (F) <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Transaction Flow Chart</b> (See Sample)<br>Each Style number must have its own flow chart<br>All <b>vendor names, COO &amp; process/es performed</b> should be clearly indicated on Flow Charts<br>Flow Chart & Cost Breakdown should match vendor and materials information | (L&F) <input type="checkbox"/> |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>Table of Contents</b> (See Sample)   | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>A. Order Confirmation/Placement Memo</b><br>A copy of the L/C needs to be included   | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>B. Factory Profile &amp; Registration</b><br>Factory Profile must include a) Mission Statement, b) Detailing Factory Plan,<br>c) Machinery List, d) Number of Employees, (Optional) C-TPAT Statement (if applies) and Photos   | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>C. Cost Breakdown/Bill of Materials</b><br>Each Style number must have its own cost breakdown<br>All <b>vendor names &amp; COO</b> should be clearly indicated on Cost Breakdown<br>Flow Chart & Cost Breakdown should match vendor and materials information                | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>D. Fabric</b><br>If multiple style numbers, clearly label each document accordingly.<br>Include POs, Invoices, Payment Records, Shipping Docs, Export/Import Documents   | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>E. Accessories</b> (Same instructions as <i>Fabric</i> )   | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>F. Production Records-Reports</b> (Daily & Summary) <ul style="list-style-type: none"><li>o Cutting</li><li>o Sewing</li><li>o Finishing</li><li>o Testing &amp; QA</li><li>o Packing</li></ul>  | <input type="checkbox"/>       |
| <input type="checkbox"/>     | <input type="checkbox"/>            | <b>G. Transportation and Import/Export Documents</b><br>All shipping documentation related to the transportation of yarns, fabrics, cutting,<br>sewing, Accessories, etc.<br>All import and export documentation related to the movement of supplies to manufacturer the goods  | <input type="checkbox"/>       |

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Prepared by (Name, Factory & Title)

Reviewed by (Name, L & F Office & Title)

**Note: Failure to submit PR by Kohl's specified *received by date*, and/or incomplete, not organized as listed above may delay its final submission or cause failure to submit by U.S. Customs required deadline. Any additional penalties and fees, rate advance duty, storage will be charged back to vendor.**