

Vendor PO & Logistics Summary

Frequently Asked Vendor
Questions

Frequently Asked Questions

General Questions

What if data is only visible for one entity?

Look for the **Vendor (PO)** filter. Click Vendor (PO) and check for both entities.

- If both are visible: Select the entity you want to view.
- If one is missing: Follow the steps below.

What if only one entity is visible in the Vendor PO filter?

This occurs when a vendor has not linked their entities within the K-Link.

Steps to Combine

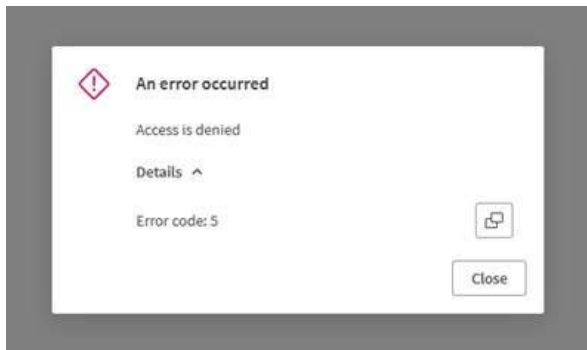
1. Click on your initial in the blue circle in the upper right hand corner of the K-Link Dashboard.
2. Select "Profile" Filtering to the specific OTB Season the Vendor needs.
3. Click "Add" to add additional vendors.
4. Enter PO # and M-Side Vendor ID for the vendor **entity** you would like to add. You can get this information from your buying office.
5. When complete click "Submit"

Important Notes:

- **Multi-Vendor Access:** You can link all associated vendors and entities to a single K-Link account. Doing so automatically links all associated brands.
- **Compatibility:** You can add any vendor entity number to a profile, provided it is not configured as a Li & Fung profile.

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What if there is an error logging in?

If you encounter an error while logging in, try these steps:

1. **Use Incognito Mode:** Open a private/incognito window and log in.
2. **Check Account Type:** Ensure you are not using a Li & Fung account.

Note: Li & Fung profiles can't add vendor numbers—Vendor must create a new profile.

3. **Clear Browser Cache:** This removes outdated or corrupted files that cause loading and formatting issues.

Tip: Restart your browser after clearing the cache.

Note: Won't delete saved passwords, but may sign you out of sites.

If the error persists after trying these steps, contact the K-Link Team for support. (k-link@kohls.com)

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What is the difference between Ordered and On-Order units?

Ordered Units

- The total number of units originally ordered on a Purchase Order.
- Does not change after the PO is transmitted (unless the PO is revised).
- The **PO Data - Ordered** report in Qlik reflects the same data as the weekly OO Report sent by FD Coordinator.

Example:

Kohl's order 100 units from a vendor → Ordered Units = 100

On-Order Units

- The number of units that have yet to receipt at Kohl's DC's
- Decreases over time as units are verified at Kohl's DC's.
- The **PO Data - On Order** report in Qlik differs from the weekly OO Report sent by FD Coordinator due to decreasing units.

Example:

Ordered: 100 units

Received: 40 units

On-Order Units = 60

What if there is no download option in the corner of a chart or visualization?

Right click anywhere on the chart and select download in the pop out box. Full directions with images can be found in the [training documents](#).

Frequently Asked Questions

PO Data: On-Order

Link: [On Order Report](#)

What if Parent PO shows incorrect Parent Names in the Parent (PO) filter?

If a Parent PO displays incorrect names or shows blanks when selected, it's because a previously incorrect PO has been corrected in the system.

- Downloaded reports will not reflect the blank orders
- Filtering to the specific OTB Season the Vendor needs removes this issue for non impacted OTB Seasons.

What if the Vendor PO filter shows no issue, but the EDI lists an incorrect vendor name?

If an EDI is received with an incorrect vendor name, it indicates that the purchase order (PO) was created incorrectly.

- In this case, submit a Notice of Correction (NOC) to Production to have the PO updated.
- For step-by-step instructions on handling incorrectly written POs, refer to page 12 of the *On Order Report Training Guide* (link provided above).

What if the First Cost \$ field is 0 on an approved PO?

If any field contains information that does not align with the most recent EDI transmission or amendment vendors should notify their Factory Direct partner for review and investigation.

If any field contains incorrect information and the most recent EDI transmission or amendment has incorrect information vendors should submit a Notice of Correction (NOC) to Production to have the PO updated.

Frequently Asked Questions

Stacked Graph Individual Vendor Logistics Results

Link: [Vendor Logistics Violation Summary](#)

When a specific factory is selected in the “Top Factories | Net Charge \$” bar graph, why doesn’t the Verified Cost KPI reflect that selection?

The Verified Cost and Compliance KPIs are independent from the Top Factories bar graph.

Separate Data Links: These specific KPIs are not connected to the bar graph's filtering system.

No Impact: Selecting a factory in the chart will not change the KPI totals because they operate on different data tracks.

Date Filters: The Top Factories graph is specifically tied to the current Traverse date, while the KPIs are calculated based on different criteria.

How can a vendor have Net Charges with no verified cost ?

A vendor can incur Net Charges without Verified Cost reflected because transportation-related charges are issued automatically when shipping occurs, prior to being physically received and verified at the Distribution Center (DC).

How can filters applied to visualizations be removed from charts?

To remove filters applied to your charts and visualizations, use one of the following methods:

To Clear All Filters

- Toolbar: Click the Clear Selections (eraser icon) in the top toolbar.
- Keyboard Shortcut: Press Ctrl + Shift + C.
- Selections Tool: Open the tool and manually deselect the active fields.

To Clear a Single Filter

- Click the specific field name in the selections bar at the top of the screen.
- Select Clear selection for that specific field.