



# On Order Report

## Purpose of the Weekly OO Report

Your Weekly On Order (OO) Report provides a view of your purchase orders as they are written in Kohl's systems. Vendors can use this data to identify discrepancies in PO Type, Vendor PO Name, Parent PO Name, product details, x-factory dates, units, or any other critical field. If discrepancies are detected, vendors should submit PO corrections to Kohl's production team using the Notice of Change (NOC) process before the x-factory date. Accurate reporting ensures correct production, shipping, and payment flow.

## Important Reminder!

Qlik Reporting Basics should be completed before learning how to use the Vendor PO and Logistics Summary. Please see the following details regarding Qlik Basic and watch this [training video](#) as needed.

Information and instructions included in the Qlik Basics document apply universally to all apps and reports in the new Qlik reporting tool.

Use [this link](#) to learn about the individual Qlik apps and which MicroStrategy reports they contain:

In Qlik Basics, you will:

- Review the Qlik vendor reporting homepage
- Learn how to open Qlik apps
- Learn how to open sheets in a Qlik app
- Explore data on a sheet in a Qlik app by learning how to:
  - Scrolling through tables
  - Selecting different views embedded in the sheet
  - Changing filters and selections
  - Export data into the XLSX file format (Excel)
- Learn how to exit the current app and return to the Qlik homepage
- Learn how Filters stay attached while moving between various sheets

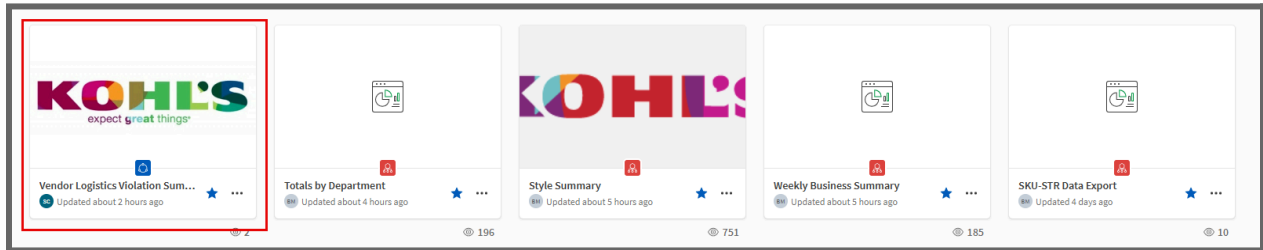
**Note: Direct all questions about the OO Report to the Factory Direct Team email [gsps-sourcing.factorydirect@kohls.com](mailto:gsps-sourcing.factorydirect@kohls.com)**

## Qlik Vendor Reporting Homepage

The **Qlik Vendor Reporting Homepage** hosts five main Qlik apps that provide vendors with visibility into performance data and reporting details.

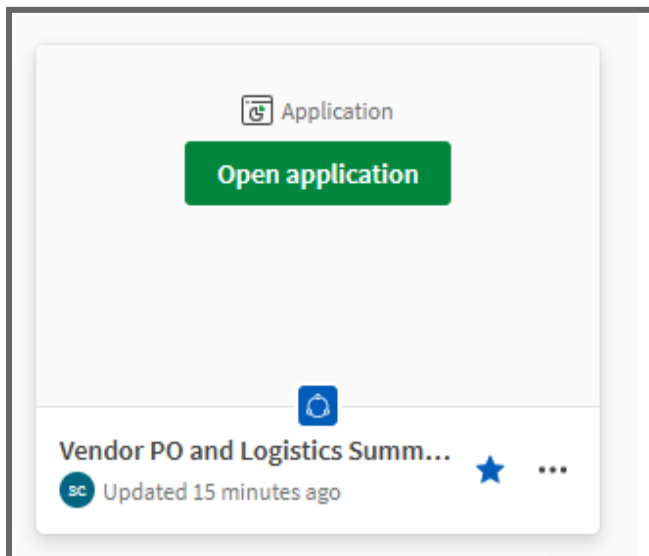
## Available Qlik Apps

1. Vendor Style Summary – All Versions
2. Vendor Totals by Department
3. Vendor Weekly Business Summary
4. Vendor SKU-STR Data Export (*limited availability*)
5. Vendor PO and Logistics Summary (*limited availability*)



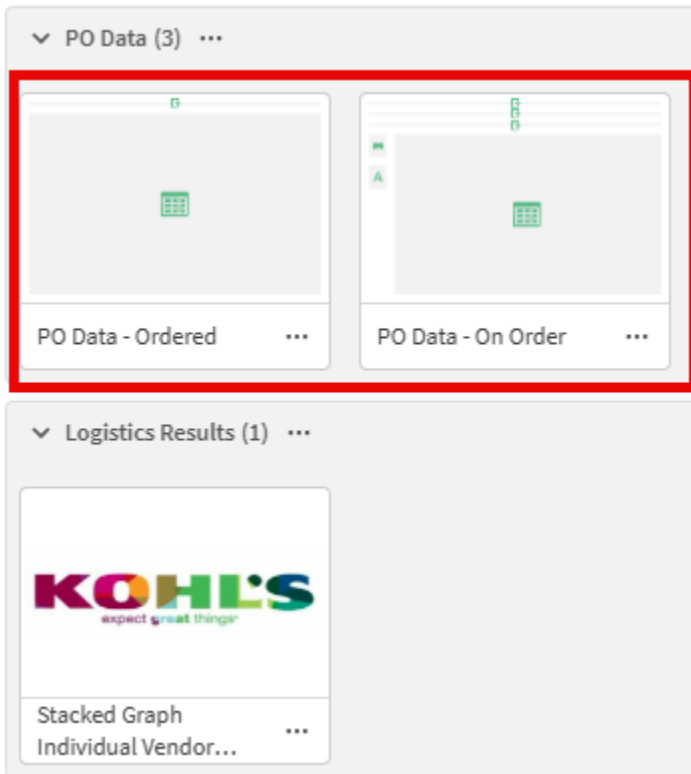
## Open the Vendor PO & Logistics Summary App

- Hover your mouse over the app titled **Vendor PO & Logistics Summary**.
- Click the green **“Open App”** button that appears.
  - Note: This is a large app and may take additional time to load.



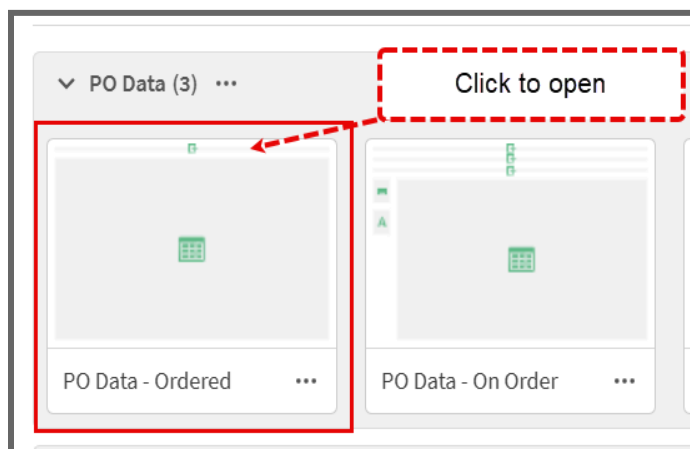
- This is the App Overview, and you should see four sheets:
  - PO Data - Ordered
  - PO Data - On Order

- Stacked Graph Individual Summary



## Open a Sheet & Explore

1. Click the first sheet titled **PO Data - Ordered**
2. Scroll through the data by using the scroll bars located at the bottom and right side.
3. These Sheets operate in the same manner as the sheets discussed in the Qlik Basics Recording listed above.



## Viewing Your Report

Your report will display detailed information, including vendor details, product information, shipping and logistics data, and more. **Filters appear at the top** so you can adjust your view as needed. Metrics such as Ordered Units and Ordered First Cost \$ are the last columns in the table.

## OO Report Definitions

Below is a breakdown of each column in the report:

### 1. Fiscal & Timing

- **OTB Fiscal Year:** The financial year the order budget is allocated to (e.g., 2025).
- **OTB Season:** The buying season code (e.g., **2025F** for Fall 2025).
- **OTB Fiscal Month:** The specific accounting month for the order.
- **OTB Week:** The specific fiscal week date for the order.

### 2. Order & Vendor Details

- **Vendor(PO) / Vendor ID (PO):** The name and unique ID of the billing vendor.
- **Parent PO (Import Vendor PO / ID):** References a master order (used if this PO is part of a larger consolidated import shipment).
- **PO Number:** The specific purchase order transaction number.
- **PO Approval Date:** The date the merchants officially approved the order.
- **Factory Vendor (PO) / ID:** The name and ID of the physical factory manufacturing the goods (may differ from the billing vendor).
- **PO Type Code:** A code indicating the order category (e.g., **IM** for Import).

### 3. Product Information

- **Dept (PO):** The department code/name (e.g., Utility Bedding).
- **Class # / Subclass # / Subclass:** Hierarchy codes used to categorize the item.
- **Brand:** The brand name associated with the product (e.g., Big One).
- **Vendor Style Number:** The internal style reference.
- **Style Desc:** Text description of the product style.
- **Style Major Category Desc:** High-level category description (e.g., Bedding).
- **Size Desc:** The size of the specific item.
- **SKU Number:** Stock Keeping Unit number.
- **UPC (Internal):** The barcode/Universal Product Code.
- **Color Code / Vendor Color:** Kohl's numeric color code and the text name of the color.

## 4. Packing & Logistics

- **PO Inner / Outer Pack Qty:** Number of units inside the inner pack vs. the master carton.
- **PrePack Type Code:** Indicates if the item is bulk or a specific assortment pack.
- **FOB Code:** Freight on Board terms (defines when liability transfers).
- **POE Code:** Port of Entry code (where the goods enter the country).
- **Production Country Name (PO):** Country of manufacture.

## 5. Shipping Dates

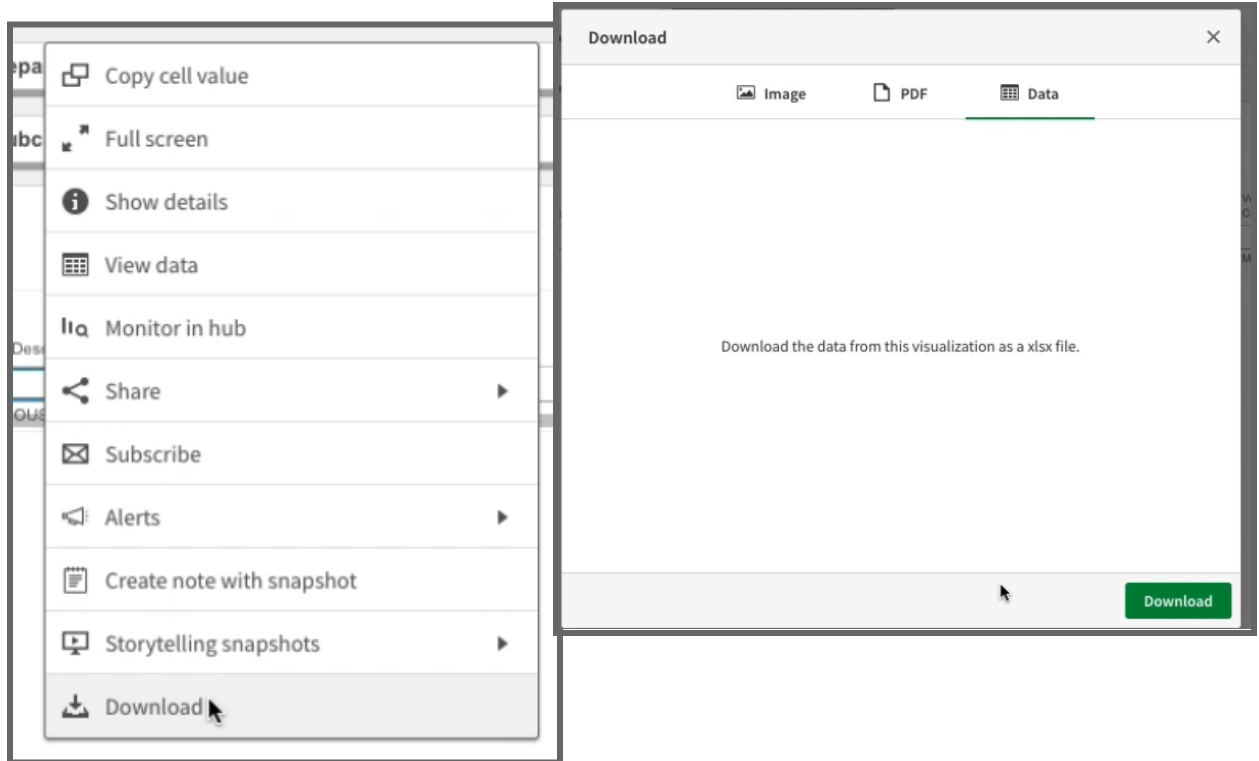
- **Don't Ship Before Date (PO):** The earliest allowed date to hand over goods to the carrier.
- **Cancel If Not Ship By Date (PO):** The deadline to ship before the order is at risk of cancellation.
- **Start / Last X Factory Date:** The window of time during which goods must leave the factory floor.
  - Note: Start and Last X Factory Dates apply only to Import Vendors.

## 6. Fiscal Metrics

- **Corp Unit Retail:** The selling price of a single unit to the customer.
- **Corp Unit First Cost:** The cost price per unit.
- **Ordered Units:** Total quantity of pieces ordered on this PO.
- **Ordered First Cost \$:** The total monetary value of the order (Units x First Cost).

## Downloading Your OO Report

- Right-click anywhere within the sheet.
- Select **Download**.
- Choose **Data** and select **Download**
- The report will download to your device



## How to Review Your OO Report for Accuracy

It is the vendor's responsibility to review this report weekly for any inaccuracies and to work with the Kohl's Production team via NOC to update the purchase orders as needed.

### Step 1: Select Vendor PO Filter

- Verify that it is your vendor name listed.

### Step 2: Select Parent PO Filter

- Verify that your vendor name listed matches the shipping model that you are using.



### 1. Vendor PO Name and Parent PO Name

Verify that your Vendor PO and Parent PO Names are correctly listed for all orders. If another vendor (such as Li & Fung) incorrectly appears in one of these columns, you must submit an NOC. Incorrect names may cause shipping delays and payment issues.

Note: Additional information is provided below on the action required when the Vendor PO/Parent PO Names are incorrect.

## 2. PO Type Code

**Step 1:** Select the PO Type Code Filter.

- The PO Type Code listed in the filter should match the shipping model attached to the Parent PO Name.
- If the PO Type Code does not match, submit an NOC to Kohl's utilizing the email templates listed below.

PO Type Code	
IM	IMPORT
IE	IMPORT ECOMMERCE

PO Type Code	
IF	IMPORT FLOWBACK

Your PO Type Code must match your approved shipping model. Below are the definitions.

### Domestic:

ST – Standard Domestic

EC – Domestic Ecommerce

IN – Inforum (only for approved replenishment vendors)

### Import:

IM – Import

IE – Import Ecommerce

IF – Import Flowback

FB – Flowback

### Landed:

LD – Landed

LE – Landed Ecommerce

If your PO Type Code does not match your model type, submit an NOC to Kohl's.

## 4. Product Details



Check all product fields for accuracy, including retail price, units, ex-factory date, size, color, inner/outer pack quantities, style number, subclass, and UPC. For any inaccuracies, submit an NOC to Kohl's.

## Rules for Correcting Incorrectly Written POs

The following rules outline what must occur if the PO is written under the wrong model.

### 1. If You Are an Import Vendor

#### Incorrect Model → Required Action:

- Landed → Import: Cancel and rewrite
- Domestic → Import: Cancel and rewrite
- Inforum → Import: Cancel and rewrite

#### Import Orders Written as Landed or Domestic:

##### Vendor to Production Email Template: Incorrectly Written PO (LD, LE, ST or EC > IM or IE)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Import / Import Ecommerce**. However, they have been written as **Landed or Domestic**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers.

Thanks!

#### Import Order Written as Inforum

##### Vendor to Production Email Template: Incorrectly Written PO (IN > IM, or IE)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Import / Import Ecommerce**. However, they have been written as **Inforum**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers.

Thanks!

## 2. If You Are a Domestic Vendor

### Incorrect Model → Required Action:

Import → Domestic: Cancel and rewrite

Landed → Domestic: Update existing PO by unchecking the “Landed” box in RMS

Inforum → Domestic: Cancel and rewrite

### Domestic Orders Written as Import

#### Vendor to Production Email Template: Incorrectly Written PO (IM, IE > ST, EC)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Domestic/Domestic Ecommerce**. However, they have been written as **Import/ Import Ecommerce**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers..

Thanks!

### Domestic Orders Written as Landed

#### Vendor to Production Email Template: Incorrectly Written PO (LD, LE > ST, EC)

Hi Production Team,

Please see the attached Incorrectly Written Report. The POs listed should be **Standard/ Domestic Ecommerce**. However, they have been written as **Landed/ Landed Ecommerce**. These **POs will NOT need to be canceled**. Simply have your Merchant Specialist uncheck the “Landed” box in RMS on the already written PO and re-EDI.

Thanks!

### Domestic Order Written as Inforum

#### Vendor to Production Email Template: Incorrectly Written PO (IN > ST, EC)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Standard / Domestic Ecommerce**. However, they have been written as **Inforum**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers.

Thanks!

### 3. If You Are a Landed Vendor

#### Incorrect Model → Required Action:

Import → Landed: Cancel and rewrite

Domestic → Landed: Update existing PO by checking the “Landed” box in RMS

Inforum → Landed: Cancel and rewrite

#### Landed Orders Written as Import

##### Vendor to Production Email Template: Incorrectly Written PO (IM or IE > LD, or LE)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Landed / Landed Ecommerce**.

However, they have been written as **Import/ Import Ecommerce**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers..

Thanks!

#### Landed Orders Written as Domestic

##### Vendor to Production Email Template: Incorrectly Written PO (ST, EC > LD or LE)

Hi Production Team,

Please see the attached NOC. The POs listed should be Landed / Landed Ecommerce.

However, they have been written as Standard / Domestic Ecommerce. These POs will NOT need to be canceled. Simply have your Merchant Specialist check the “Landed” box in RMS on the already written PO and re-EDI.

Thanks!

#### Landed Orders Written as Inforum

##### Vendor to Production Email Template: Incorrectly Written PO Type (IN > LD, LE)

Hi Production Team,

Please see the attached NOC. The POs listed should be **Landed / Landed Ecommerce**.

However, they have been written as **Inforum**. These **POs will need to be canceled and rewritten**. Once completed, please provide me with the new PO numbers.

Thanks!



Columns AQ-BR in **black** of the "This Week's Report" tab will have **calculated fields** showing the information that was reflected in last week's report for the particular row for PO#/SKU.

AP	AQ	AR	AS	AT	AU	AV	AW	AX
Last Weeks Report (All formulas)								
PO Type C	Dept (PO)	Clas	Subcl	Subclass	UPC (Inter)	Color	Vendor Colo	FOB (
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423066	420	BRIGHT BL \$	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423067	420	BRIGHT BL \$	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423069	420	BRIGHT BL \$	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423066	420	BRIGHT BL \$	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423054	420	BRIGHT BL \$	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423053	680	BRIGHT PNK	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423021	680	BRIGHT PNK	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423022	680	BRIGHT PNK	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423023	680	BRIGHT PNK	SGN
IE	544 - MISSES SONOMA TOPS	20	21	SLEEVELESS KNITS	500439423024	680	BRIGHT PNK	SGN

Column A in **grey** within "This Week's Report" Tab and "Last Week's Report" Tab combines PO# & SKU that is utilized for formula columns AQ - BR in **black**. Please make sure to paste your OO data in row B and not disrupt this column.

	A
1	PO Number+SKU
2	Formula
3	1170645018374629
4	1210068992746381
5	1235668737264958
6	1528543281526439

### How To Update Change Tracker

Please see this [video demonstration](#) of how to update the OO Change Tracker.

**Copy** this week's OO report data into "This Week's Report" Tab, starting in row 3 from column **B** to column **AO**, and **copy** last week's OO report data into the "Last Week's Report" Tab.

Click **Save** for the template to load calculations fully.

To easily view all changes separately, filter to only "Yes" in column AP labeled "**Is there a Change?**" within the "This Week's Report" Tab.

change	AJ	AK	AL	AM	AN	AO	AP
Start X Factory	Last X Factory	Corp Unit Re	Corp Unit First	Ordered U	Ordered First	Is there a chan	
3/15/2025	3/18/2025	24.99	4.97	90	\$447.30	Yes	
3/15/2025	3/18/2025	24.99	4.97	430	\$2,137.10	Yes	
3/15/2025	3/18/2025	24.99	4.97	650	\$3,230.50	Yes	
3/15/2025	3/18/2025	24.99	4.97	450	\$2,236.50	Yes	
3/15/2025	3/18/2025	24.99	4.97	340	\$1,689.80	Yes	
4/1/2025	4/3/2025	14.99	4.16	30	\$178.20	Yes	

After reviewing, inform production of any inaccuracies via NOC.

## **Additional Support**

For questions regarding PO Data, contact your Kohl's Production partner.

For EDI or transmission-related questions, contact your EDI provider.

For Inspectorio onboarding, email [quality.assurance@kohls.com](mailto:quality.assurance@kohls.com).

For any questions regarding the OO Report itself, contact your Factory Direct partner pairings or [gsps-sourcing.factorydirect@kohls.com](mailto:gsps-sourcing.factorydirect@kohls.com)