

Routing and Shipping Guidelines

All vendors **require** routing submitted in Uber Freight and to receive an authorization number from Kohl's Logistics for both **shipping collect or prepaid** prior to shipment. Uber Freight is to be used for **ALL** routing needs. This provides Kohl's visibility to the volume of shipments that are going into Kohl's store locations. In order to submit routing, access must be established within Uber Freight. To request access or a password reset, submit request to Non-MerchandiseTeam@kohls.com for assistance.

URL: <https://www.uberfreight.com/>

Routing

Routing can be submitted as early as the PO has been acknowledged in Oracle based on the requested delivery date. **Note:** it can take up to one hour after acknowledgment for the order to become visible within Uber Freight. Goods are not to be shipped without a PO.

- Store addresses are provided at the time of routing by the Non-Merchandise Team.
- Use 3rd Party information if noted on the PO.
- Routing is to be submitted no later than **three weeks** prior to the **Ready Ship Date** as listed on the PO.
- **Pre-Paid Vendors require Kohl's Authorization within Uber Freight.**
 - Identify that the shipment is Pre-Paid and Kohl's Logistics will provide a Pre-Paid Authorization #.
- Once authorized, ME number or Kohl's UF number will be assigned to each load.
 - Add the ME number or Kohl's UF number and the PO number to the BOL (Bill of Lading).
- Uber Freight **Requested Pickup Earliest Date = Ready Ship Date** on the PO
 - **THIS IS NOT THE DATE THE ITEMS ARE TO ARRIVE AT THE STORE.**
- Uber Freight **Drop Off Earliest Time/Latest Time = Requested Delivery Date** on the PO
 - All dates can be updated by **Kohl's Logistics** to reflect accurate delivery windows.
- Uber Freight **Pickup Earliest Time = Vendor Actual Ready Ship Date**
 - **Vendor's Actual Ready Ship Date (Earliest Time)** may be after the Latest time (Ready Ship Date on the PO). NOTE: A "soft error" will occur on the routing request but will submit for authorization successfully.
- PM-REL-##### number should be kept for reference.
- Do not use the **Requested Pickup Earliest Date** as the shipping date.
 - This will cause shipments to arrive earlier than required.
- When scheduling pick-up appointments, keep in mind transit times.

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Shipment of Goods

Vendors must provide a Bill of Lading (BOL) and/or a manifest with each shipment to the preferred carrier selected by Kohl's Logistics. Bill of Lading or Manifest must contain origin address/destination address, Kohl's shipping ME/TP load number, Kohl's PO number, number of pallets and/or boxes shipping with dims and weight. A pallet manifest must also be provided for each pallet shipped. This should include details on what is shipping on a specific pallet and must be attached to each pallet. Any change, update or cancellation on an order should be communicated to Kohl's Logistics for shipping direction. Adjustments could include carton/pallet size or count, ready ship dates and requested delivery dates. Vendor must provide the following information in order for the change/update/cancellation to be made:

- Kohl's ME/TP Load Number (Authorization Number)
- Shipment Destination
- Carrier
- Ship Date

Shipment Chargebacks

Shipment chargebacks may occur due to the following:

- Shipment ships without an ME number/TP load number
- If an ME number/TP load number is used more than once for shipping purposes
- If the wrong mode is used than what Kohl's Logistics authorized
- If a different carrier is used than what Kohl's Logistics authorized
- Failure to include the eSupport tracking # for exceptions (**subject to Vendor Chargeback per package for Non-Compliance**)

Shipment Consolidation

Kohl's may use consolidation locations based on varying criteria. Kohl's will communicate consolidation details when consolidation is necessary. Kohl's vendors are required to follow order instruction for shipping direction and point of contact. Direction from Kohl's Logistics supersedes any direction provided on the order itself. Kohl's Logistics will provide 3rd Party addresses and assign carriers based on Kohl's Vendor Routing Guidelines.