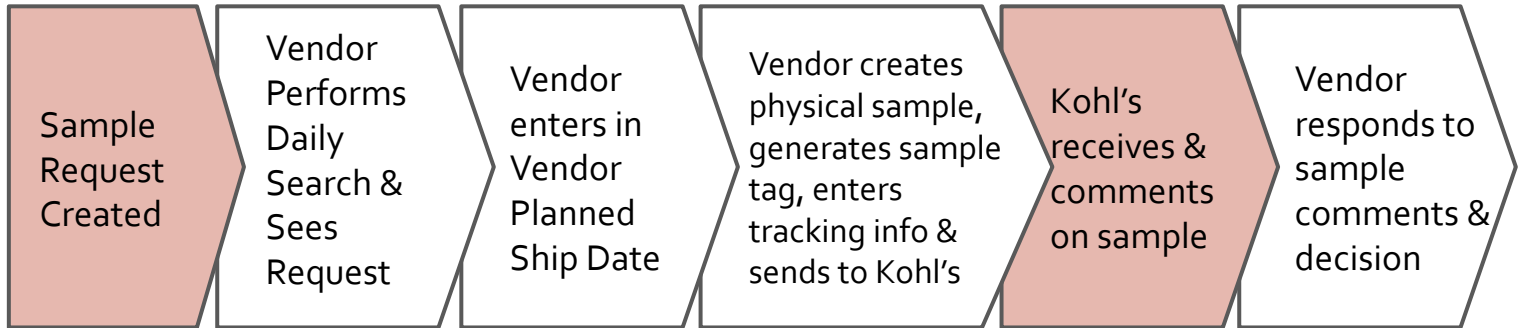


# Reference Guide

## Sample Management: How-To, FAQ's, & Troubleshooting (External)



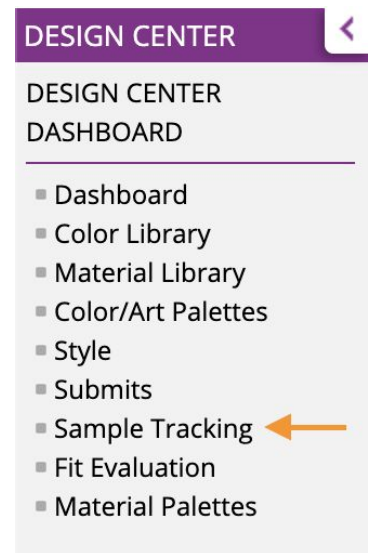
## The Sample Management Process



## Respond to a Sample Request

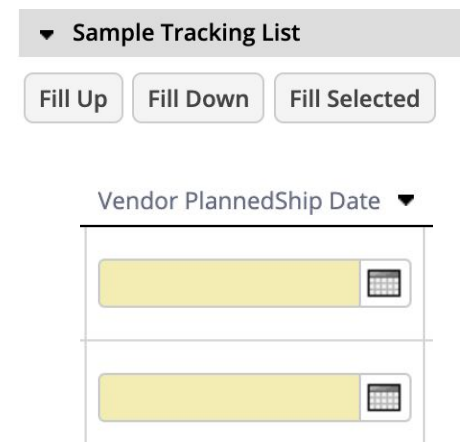
### Step 1: Access the Sample Request

1. Navigate to Design Center Dashboard in the Left Navigation pane
2. Click on the Sample Tracking link
3. Perform one of the below
  - a. Enter the Style number from the email into the “Style No” field
  - b. Enter in desired search criteria to populate multiple results
4. Click Search



### Step 2: Enter in Vendor Planned Ship Date

1. Navigate to the “Vendor Planned Ship Date” column
2. Select the estimated date of when the sample will ship
  - a. If you are filling in the same data for multiple samples, use the Fill Up, Fill Down, or Fill Selected buttons
  - b. **This date must be entered within 48hrs of the request being made**
3. Save

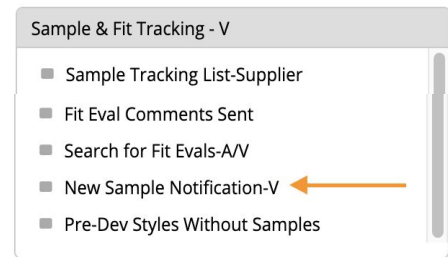


Note: If the planned ship date has changed, change the date in onePLM. If you need to leave a note for Kohl's, use the Eval comment notepad

## Easily Check for New Sample Requests

Instead of managing email alerts, you can perform the below to easily see new sample requests from Kohl's.

1. Navigate to the "Sample & Fit Tracking" box
2. Click on "New Sample Notification"
  - a. A list of new samples will automatically generate
  - b. Once you enter the "Vendor Planned Ship Date" on a sample, it will disappear from the results (and is no longer "new")
    - i. You can still find that sample at any time by clicking on "Sample Tracking List-Supplier" or using the Sample Tracking link on the left navigation bar, and perform a search



### 3D Sample Requests:

If you have received a request for a 3D sample (ex: 3D Color Run, 3D Pre-Dev), please refer to the following resources:

- [DPC Sample Standards](#)
- [onePLM Attachments Job Aid](#)

# Prepare the Sample & Ship to Kohl's

After creating the physical sample, perform the below prior to shipping.

## Step 1: Generate the Sample Tag

Kohl's requires that all samples be accompanied by a onePLM generated Sample Tag. The tag will pull information from previously entered fields. Complete any missing information either by hand or an Adobe editing tool. **NOTE: You will need to enter the correct material details and full style number including dev choice suffix. It is recommended to use Adobe.**

1. Click on the Design Center Dashboard
  - a. Click on Sample Tracking
  - b. Search for sample(s)
  - c. Click on the Sample Request # link
  - d. Select "Sample Tag"

Sample Request ID: 919366



- e. Depending upon the product, your sample tag will appear as below:

Sample Tracking List					
Fill Up	Fill Down	Fill Selected			
<input type="checkbox"/>	SampleReq#	Sample#	Style No	Dev Choice Style #	Description
<input type="checkbox"/>	919366	1553444	ETTEST	ET TESTRE1	ET TEST EVERYDAY CREW NECK SWEATSHIRT

### Example Sample Tag:

**\*NOTE: If your tag is Non-Intimates / Swim Reduce the file size to 75%**

KOHL'S	ETTEST	COUNTER SAMPLE
Date Shipped: 10/10/2023	Sample #: 1553444	Final Session: SP23
Attention #:		Sample Request #: 919366
Round #: 1		
[ ] Counter Sample [ ] Mockup Reference [ ] R AD Sample [ ] Advertising Sample [ ] Fit Sample [ ] Color Run Sample		
[1]1st [2]nd [3]rd [ ]PP (Pre Production) [ ]T.O.P		
Other: 3D - COUNTER SAMPLE		
Dev Choice Style #: ET TESTRE1		
Brand: BRAND X		
Date:		
Item Description: ET TEST EVERYDAY CREW NECK SWEATSHIRT		
Customer: WOMENS Size: 10		
Color:		
Material ID/Supplier Ref #:		
Material Content:		
Construction:		
Mtl Name: SIRS (GANGLONG) KNITTING CO.,LTD		
Wash:		
Etag(Dev only): Gauge(Dev only):		
Target Weight: Sample Wt:		
Vendor: TEST DOMESTIC VENDOR - V2010 UPRGRADE		
Factory:		
COP:		
First Cost: CarryOver: SELC:		
No Changes Material Change Factory Change Other:		
PP Deadline:		
X-Factor Date:		
Units: 0-500 [ ] 500-3K [ ] 3k-150K [ ] 150k-300K [ ] 300k+ [ ]		
Comments/Stamp approval:		

POM Page LADIES TOPS ALPHA				
POW Code	POW	Spec	Sample	OverOrder
A201-LA000-20	LADIES ALPHA SIZES XXXS(00-00) XS(0-2) S(4-6) M(8-10) L(14-16) XL(18) XXL(20)			
A300	LEN WPS TO CF HEM	29 1/2		
A100	NE WIDTH@ EDGE	6		
A204	CHEST 1" BLW AH FLX@ 10 MEAS	21 1/2		
A2041	SWEEP FLX@SEAM 10 MEAS (MEASURING WWALKING)	20 1/2		
A2042	SWEEP FLX@BTM EDGE 10 MEAS	19		
A300	ARMHOLE DROP FROM WPS	9.5/8		
A300-4W	SLV LEN FROM CB NKL@SLV	32 1/2		
A400	FRT RESE TO WB SEAM TOP EDGE	10		
A401	LADIES PLUS ALPHA SIZES (SCALE) XXXS(00-00) XS(0-2) S(4-6) M(8-10) L(14-16) XL(18) XXL(20) XXXL(24-26)			
A300	LEN WPS TO CF HEM	29 1/2		
A100	NE WIDTH@ EDGE	6		
A204	CHEST 1" BLW AH FLX@ 10 MEAS	26 1/2		
A2041	SWEEP FLX@SEAM 10 MEAS	25 1/2		
A2042	SWEEP FLX@BTM EDGE 10 MEAS	19		
A300	ARMHOLE DROP FROM WPS	9.5/8		
A300-4W	SLV LEN FROM CB NKL@SLV	32 1/2		
Measured By:				
Material Quality:				Actual Available
Material Color:				[ ] [ ] [ ]
Trim Quality:				[ ] [ ] [ ]
Trim Color:				[ ] [ ] [ ]
Measured to Tradestone:				Y [ ] NI [ ]
Garment Wash (Hand/Wash-Suits):				Y [ ] NI [ ]
Sender Name:				
Sender Office:				
Sender Phone:				
Sender Email:				
Sample Wash Info				
Fabric Wash:				[Y] [ ] [N] [ ]
Garment Wash:				[Y] [ ] [N] [ ]
If YES what type of Garment Wash:				
Non - Wash:				[Y] [ ] [N] [ ]
Kohl's Corporate Office		New York Office		
NSB W17000 Ridgewood Dr. Merrickville Park, WI 53051 (262) 763-7000		1400 Broadway 19th and 20th Floor New York, NY 10018 (212) 362-5145		

Continued from previous page...

- f. Complete missing info via Adobe editing (or by hand after printing)
- g. Print & attach tag
  - i. Non-Tech Design Samples:  
Counter/Color Run = white tag  
Ad Sample = blue tag
  - ii. Tech Design Samples:  
Refer to "Fit Policy" doc or contact your Kohl's Tech Design partner

Step 2: Enter in Tracking Information

Kohl's requires tracking information to be provided in onePLM.

- 1. Click on the Design Center Dashboard
  - a. Click on Sample Tracking
  - b. Enter in desired search criteria
  - c. Click Search
  - d. Complete the yellow highlighted fields and Save

Date Shipped ▼	Actual ▼	Carrier ▼	AWB No ▼	Shipped By ▼
10/19/2023	ACTUAL MATERIAL	FEDEX	TEST123	VENDOR ▼
Actual Date shipped to Kohl's	Actual Sample Requirement	Shipping Company: DHL, FedEx, UPS	Airway Bill # (tracking #)	Specifies who shipped the sample

## Sending More Than One Option

If you are sending multiple sample options, Kohl's requires that you record these options in onePLM.

1. Click on the Design Center Dashboard
2. Click on the Sample Tracking link
3. Perform a Search
4. Navigate to "Vendor Options"
5. Enter in the # of options being sent
6. Click Save
7. Click on the Eval Comments notepad
8. List each option being sent

a. Example:

*2 Options Sent for Costing:*

*Option 1: Removed Lining*

*Option 2: Used Cotton/Poly instead of requested Cotton fabric*

9. Click Save

Vendor Options ▼

2

Fill Selected

Design Comments

Product Comments

Vendor Comments

Agent Comments

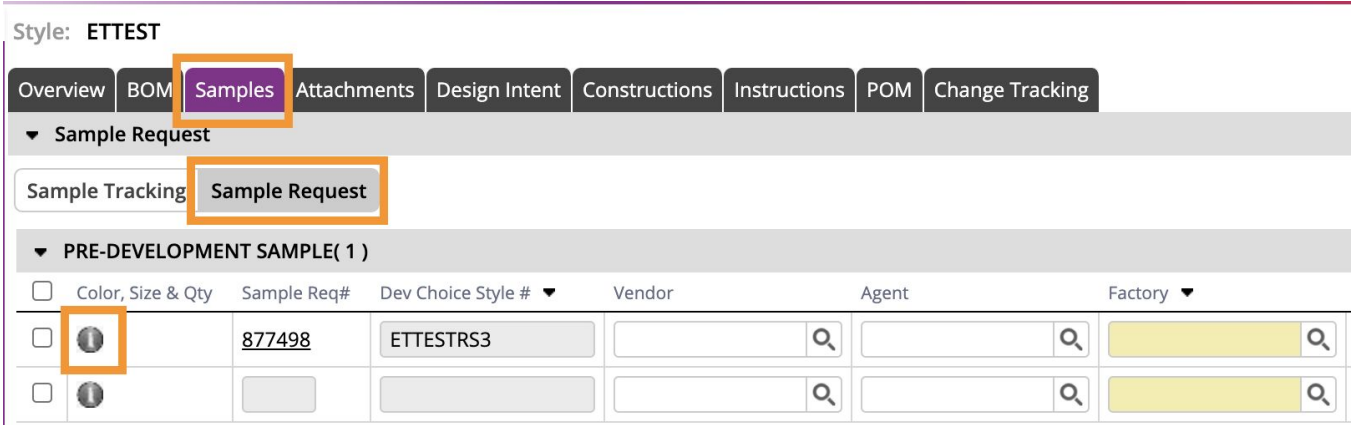
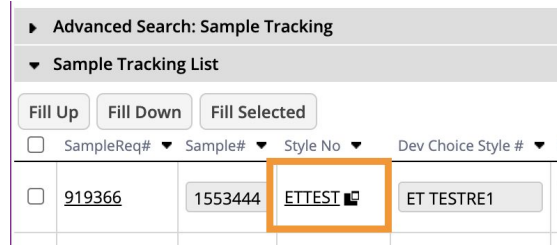
2 Options Sent for Costing:  
Option 1: Removed Lining  
Option 2: Used Cotton/Poly instead of requested Cotton fabric


Save

# Sending A Split Shipment

onePLM Sample Tracking only accepts your first set of tracking info per colorway. If you need to send the balance of requested samples at a later time, perform the below.

1. Click on the Design Center Dashboard
2. Click on the Sample Tracking link
3. Perform a Search
4. Navigate to sample request
5. Click on the Style No hyperlink
  - a. Unsure which style to click into? Contact your Kohl's PD partner
6. Click on the Samples tab
7. Click on the Sample Request link
8. Navigate to the Sample Request



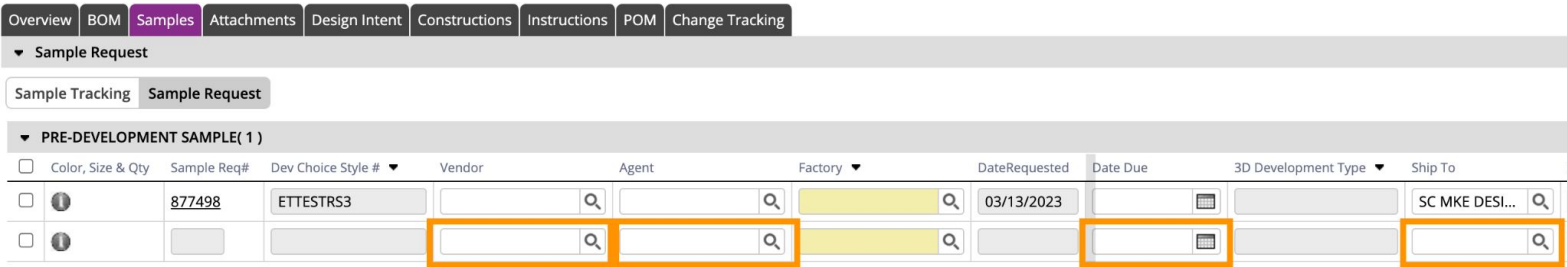
9. Click on the Color, Size & Qty icon 
  - a. Delete the quantity
  - b. Enter the quantity you are sending
  - c. Save

<b>Original</b>	NO SIZE
APRCOT ORG	<input type="text" value="4"/>
BIAS BLUE	<input type="text" value="4"/>

<b>Updated</b>	NO SIZE
APRCOT ORG	<input type="text" value="2"/>
BIAS BLUE	<input type="text" value="2"/>

- 10. Navigate to the blank row directly under the request – You will create a new request to log the balance quantity
  - a. Enter in the below + Save
    - i. Vendor
    - ii. Agent (If applies)
    - iii. Due Date = Same date as original request
    - iv. Ship To = Make sure to choose the correct Wisconsin or New York location. (Need help finding the right selection? See the FAQ & Troubleshooting section of this guide)

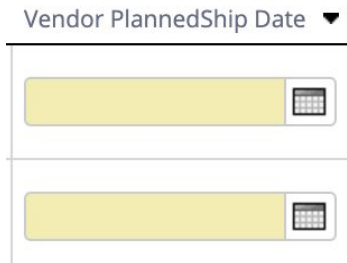
Style: ETTEST



- b. Click on the Color, Size & Qty icon
  - i. Enter in the quantity you will send + Save

	NO SIZE
APRCOT ORG	<input type="text" value="2"/>
BIAS BLUE	<input type="text" value="2"/>

- 11. Click on the Sample Tracking link
- 12. Navigate to the same request you created
- 13. Scroll over to Vendor Planned Ship Date
- 14. Click on the calendar icon and enter the date you are shipping the sample
- 15. Save



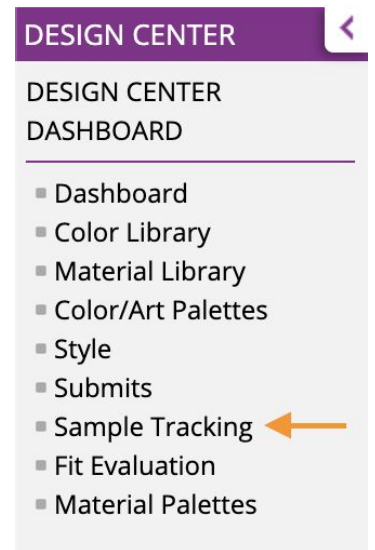


# Respond to an Evaluated Sample

After Kohl's evaluates a Sample you will receive an email notification. You can view and respond via the below options:

## Option 1: I want to respond/view only one sample evaluation notification

1. Opt 1: Use the Email Notification
  - a. Log into onePLM
  - b. Select the hyperlink provided in the email
2. Opt 2. Search in onePLM
  - a. Log into onePLM
  - b. Click on the Design Center Dashboard
  - c. Click on Sample Tracking
  - d. Enter in desired search criteria
  - e. Click Search
  - f. Click on the Sample Request # link



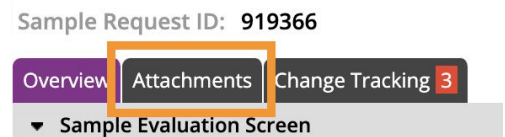
SampleReq#	Sample#	Style No	Dev Choice Style #	Description
919366	1553444	ETTEST	ET TESTRE1	ET TEST EVERYDAY CREW NECK SWEATSHIRT

## Option 2: I want to view / respond to many sample evaluation notifications

1. Log into onePLM
2. Click on Design Center Dashboard
3. Click on Sample Tracking
4. Click Search
5. Click on the Sample Eval notepad(s) to view or make comments

SampleReq#	Sample#	Style No	Dev Choice Style #	Description	Style Image	us	Initial SampleInstructions	Notes	Requested Qty
919366	1553444	ETTEST	ET TESTRE1	ET TEST EVERYDAY CREW NECK SWEATSHIRT		3W			

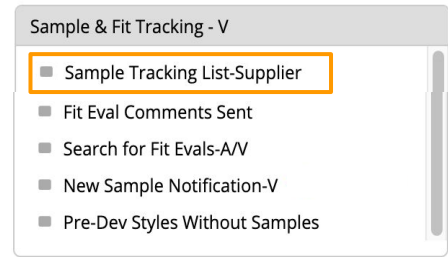
- a. If a comment states "please see attachment"
  - i. Click on the Sample Request # link
  - ii. Navigate to the attachment, which will be attached either Within the round, or On the Attachments tab
- b. If you would like to make an attachment
  - i. Click on the Sample Request # link
  - ii. Select the "Attachments" tab
  - iii. Click on the "C" to attach a file



# Search for all samples requested by Kohl's

To view all samples requested by Kohl's for a season, follow the below steps:

1. Log into OnePLM
2. Click on "Sample Tracking List Supplier"
3. Search by whatever criteria you need to pull back your desired results
  - a. Example: I want to find all samples requested for SP24, so I search by Fiscal Season "SP24"



Search Edit: Sample Tracking List-Supplier ⓘ ★

Sample Tags More Actions... Save

▼ Search Fields

Sample#	Equal to		Style No	Like		Dev Choice	Like	
Fiscal Season	Like	SP24	Brand	Like		Style #	Like	
Division	Like		Dept	Like		Dept	Like	
Development Stage	Like	--	Quote Status	Like		PM	Like	
Sourcing Type	Like		Actual	Like		Merchandise Code	Like	
Sample Type	Like		Color	Like		Fit Eval Ind	Like	
Total Qty Rcvd	Like		Difference	Like		Qty Rcvd	Like	
Vendor	Like		Sample Factory	Like		Agent	Like	
Due Date	Equal to	MM/dd/yyyy	Status	Like		Factory Name	Like	
Date Requested	Equal to	MM/dd/yyyy	Vendor Planned Ship Date	Equal to	MM/dd/yyyy	Ship To	Like	
Carrier	Like		AWB No	Like		Ship Date	Equal to	MM/dd/yyyy
First Received Date	Equal to	MM/dd/yyyy	Date Received	Equal to	MM/dd/yyyy	Shipped By	Like	
Decision Date	Equal to	MM/dd/yyyy	Notes	Like		Decision Status	Like	
Initial Sample Instructions	Like		Agent Email	Like		Reject Override	Like	
						RFQ Request No	Like	

Clear Fields Search Show All QR Scan

4. Export your results to Excel if desired

Search Edit: Sample Tracking List-Supplier ⓘ ★

► Search Fields

▼ Search List

[Export to Google Sheet](#) | [Export to Excel\(XLSX\)](#) | [Export PDF](#) |

[Save My View](#) | Original ▼ | [Delete My View](#) | [Save Search](#) | [Saved Searches](#) |

## FAQ's & Troubleshooting

**Q: What do the different sample statuses mean, and what action do I take?**

A: See below

Sample Status	Vendor Action
Approved	Proceed to the next step in production of the sample
Evaluated	Vendor proceeds to the next sample type. Check comments and attachments as updates are needed
Not Evaluated	No vendor/agent action is required
Rejected	Begin production on the new sample, fill out required fields in the sample tracking list screen

**I: I'm having an issue with attachments**

A: If not already, trying using Chrome. Clear your cache, log out and back in. Also refer to the below job aid

<https://link.kohls.com/login> > New Vendors > onePLM Training > File Naming Best Practices

**Q: As a Li & Fung Vendor/Agent, I was told that I no longer need to enter the Li & Fung Office while using the "New Sample Notification" query. Is that true?**

A: Starting in late March of 2018, you should no longer need to. Agent users will have visibility without this action. However if an Agent does not have visibility to their vendor's samples, the vendor should work with a Li & Fung SME to open a Service Now ticket. In the ticket, they need to inquire if their onePLM vendor party record has an "active tiered relationship" with the Agent's associated Li & Fung Office.

**I: I believe I am encountering a technical issue**

A: Refer to the "onePLM Issue Assistance" section of the below mentioned job aid  
K-Link > New Vendors > onePLM Training > New to onePLM