

Setting Up EDI with Kohl's



Work With the Buying Office to Complete the Vendor Agreement

- Confirm with the Kohl's Buying Office the business types your company will be doing.
- The Buying Office will send the Vendor Agreement.
- The Vendor Agreement is a legal contract between Kohl's & the vendor that contains information including Vendor name, address, terms, discounts, financial solvency, UPC catalog, EDI Provider and more.



UPC Catalog

- Kohl's requires vendors to use one of these two authorized UPC Catalogs.
 1. Opentext (GXS)
 2. SPS Commerce
- This should be completed on the Vendor Agreement and is a requirement for any B&M type vendors. For requirement questions please work with the buying office.



EDI is setup

- Once the vendor agreement is processed, the EDI team is notified and we will begin the EDI setup.
- Kohl's EDI will add the EDI information provided on the Vendor Agreement.
- We will send a Trade Request through Orderful, our EDI provider. We add 6 standard EDI documents (810,856,820,816,864,850).
- Confirmation E-mail is sent to the EDI contact to watch for the Trade Request and to accept it. This Email also copies in the Buying Office and Orderful.



Testing and Production

- Orderful will work with you on testing. They will send a test PO (850) and will work with you on a test Invoice(810) and ASN (856).
- Once testing is complete, Orderful will respond to the original confirmation Email EDI sent to advise all parties the vendor is ready for production.

How Can you help?

When completing the vendor agreement, ensure you enter the correct EDI Trading Partner ID and Qualifier.

Additionally, verify that the EDI contact information is accurate, as this is where trade requests will be sent.

If you have questions or concerns during onboarding, respond to the confirmation email we sent and do not alter the subject line.