

Supplier Initiated Change Order with BPA

Purchase Orders (POs) associated with a Blanket Purchase Agreement (BPA) must be updated and approved by the Kohl's Procurement Buyer that issued the PO.

Vendors **CANNOT** submit Supplier Initiated Change Orders for POs with BPAs.

POs must be in an **Open** Status to allow Procurement to update a BPA. The Vendor must acknowledge all POs within 48 hours of receipt. Acknowledgement of a PO is used as confirmation of receipt by the vendor it was issued to.

DO NOT reject a PO as it will require a new PO to be issued.

Review the PDF Copy of the PO received via email - under each line item, if a BPA is associated with the PO it will show - This line references Document (Blanket Purchase Agreement) BPAXXXXXX. Vendors should email the Procurement Buyer associated to the PO for price corrections. Kohl's Procurement will update the BPA if required, a change order will be issued and will need to be acknowledged.

BPA (Column T - Source Agreement) can also be located on your project AIL.

Note: Requested and Promised Dates correspond to the date when goods are to be shipped

Customer Number	Account	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
		001041105			Origin	KOHL'S ROUTING GUIDE

Buyer

Michelle Lee Steuber
 Michelle.Steuber@kohls.com
 Phone 1-262-703-2012

Additional Information	
Attribute Name	Value
Procurement Plan Name	2026_SPECIAL_PROJECT_BEAUTY_SEPHORA_SPRING_RETROFIT
Special Instructions	Order for billing only. All orders are to be confirmed via Oracle Supplier Portal
Project Wave	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	SHELF,BASE,FULL LENGTH, SEPHORA,FLOOR GONDOLA SEP-FGSS		393	EACH		
Line Total						
2	SHELF,STANDARD,FULL LENGTH,SEPHORA,FLOOR GONDOLA SEP-FGSS		393	EACH		

Note: Please refer to table at end of the report to identify shipment dates, locations and quantity.

This line references Document (Blanket Purchase Agreement) BPA001871.

BPA (Source Agreement) PO Header - Supplier portal PO view.

Purchase Order: PO View PDF Actions Refresh Done

Menu

General

Procurement BU	Kohl's US BU	Supplier	VASIVANI INC	Ordered	
Requisitioning BU	Kohl's Purchasing	Supplier Site	FPURCH_1	Total Tax	0.00 USD
Sold-to Legal Entity	Kohl's, Inc.	Supplier Contact		Total	
Bill-to BU	Kohl's US BU	Communication Method	E-Mail	Description	2026_SPECIAL_PROJECT_BEAUTY_SEPHORA_SPRING_RETROFIT
Order		Communication Email		Requisition	Multiple
Status	Open	Bill-to Location	KOHL'S DEPARTMENT STORES	Source Agreement	BPA001871
Buyer	Michelle Lee Steuber	Ship-to Location	0318 GASTONIA	Supplier Order	
Overriding Approver					
Creation Date	09/15/2025				