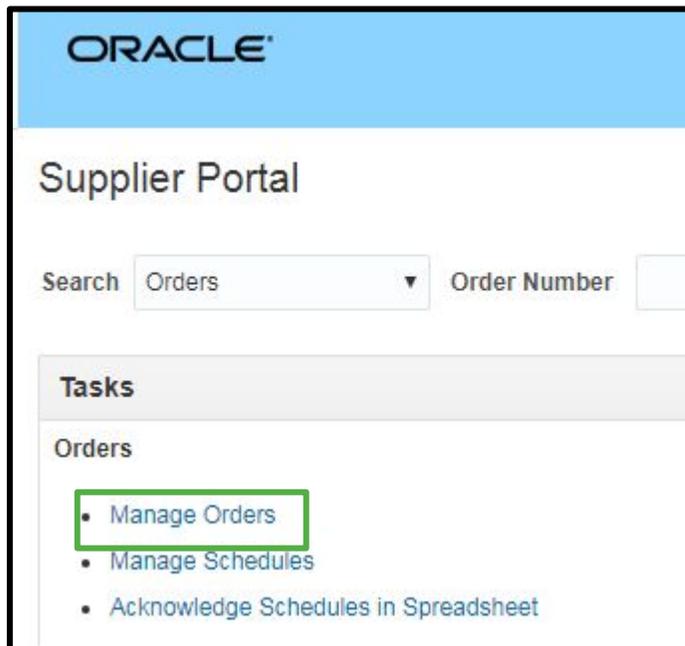


# Supplier Initiated Change Order

Initiated change orders are to be submitted for items such as: Pricing, Quantity, & Promised Delivery Date. For item or item description discrepancies, contact the PO Purchasing Buyer directly.

Any changes to a PO associated with a Blanket Purchase Order Agreement (BPA) must be updated and approved by Kohl's Procurement. Vendors should email the PO Purchasing Buyer with all price changes.

Select **Manage Orders** in the supplier portal.



# Supplier Initiated Change Order

Search and Select the Purchase Order you need to edit



Manage Orders

Headers Schedules

Search

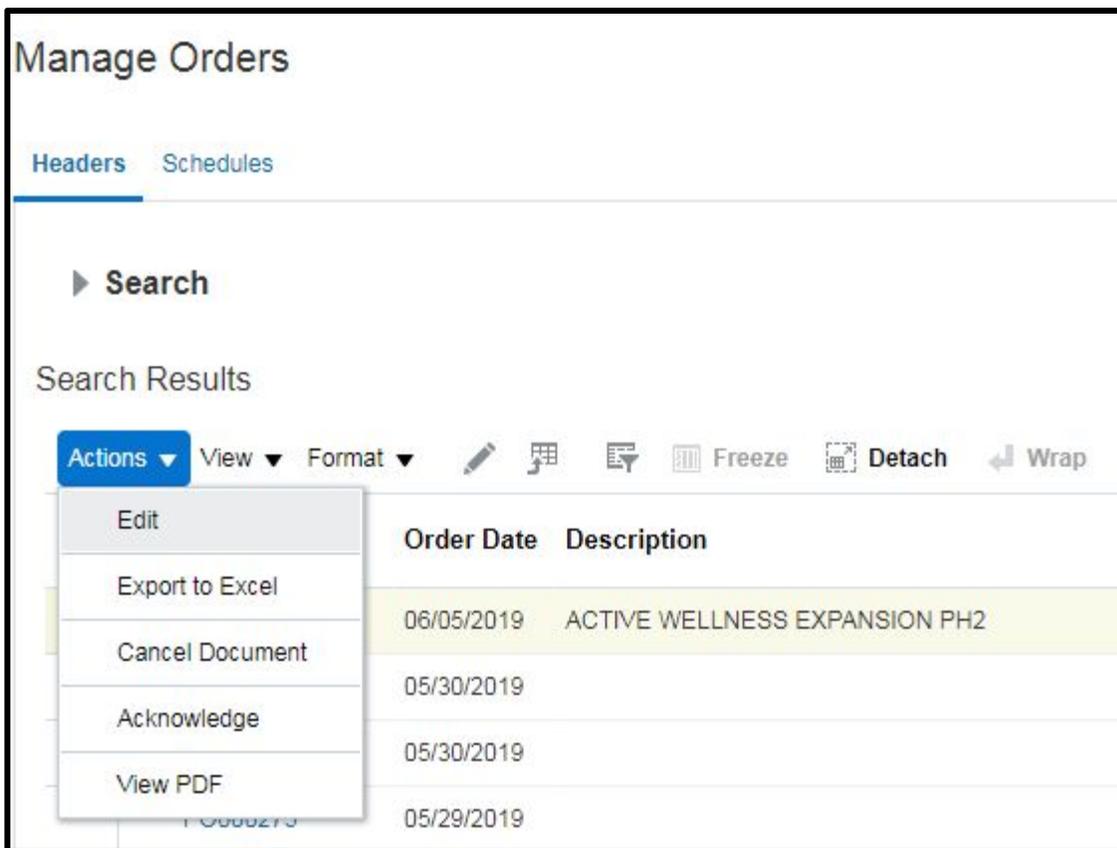
Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO000383	06/05/2019	ACTIVE WELLNESS EXPANSION PH2	PURCH_2	Thil, Michelle	1,265.00	USD	Open		06/05/2019
PO000293	05/30/2019		PURCH_2	Thil, Michelle	4,395.50	USD	Open		05/30/2019
PO000291	05/30/2019		PURCH_2	Thil, Michelle	4,395.50	USD	Open		05/30/2019

In the **Actions** drop-down menu, select **Edit**



Manage Orders

Headers Schedules

Search

Search Results

Actions View Format Freeze Detach Wrap

- Edit
- Export to Excel
- Cancel Document
- Acknowledge
- View PDF

Order Date	Description
06/05/2019	ACTIVE WELLNESS EXPANSION PH2
05/30/2019	
05/30/2019	
05/29/2019	

A warning pop-up box will display indicating you are about to create a change order

Select **Yes** to continue with the change order

# Supplier Initiated Change Order

Enter the description of the change being requested

- For example: Promised delivery date cannot be met

Edit Change Order: 2

Change Order 2

Status Incomplete

\* Description PRICE INCREASE ON LN. 1  
QTY INCREASE ON LN. 1  
PROMISED DELIVERY DATE UPDATED ON LN. 1

Amount Changed +10,045.00 USD

Creation Date 10/15/2019

From the Lines section, update the Quantity, Price or Promised Delivery Date being requested to be changed

NOTE: This action must be performed at all of the lines impacted

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	Revision	* Description	Supplier Item	Quantity	Secondary Quantity	Secondary UOM	UOM	* Price	Ordered	Currency	Supplier Configuration ID	* Location	Requested Delivery Date	Promised Delivery Date	Shipping Method
1		SHROUD,ABS HAIRCEL		1			EACH	7.09	7.09	USD		0101 MENOMO...	07/29/2019	08/02/2019	KOHL'S ROUTING GUIDE
2		ACRYLIC TRAY FOR W:		5			EACH	98.00	490.00	USD		0101 MENOMO...	07/29/2019	07/29/2019	KOHL'S ROUTING GUIDI
3		FENCE,ACRYLIC,FOR G		12			EACH	89.00	1,068.00	USD		0101 MENOMO...	07/29/2019	08/02/2019	KOHL'S ROUTING GUIDE

Select **Submit** when completed

Edit Change Order: 1

Change Order 1

Status Incomplete

\* Description Promised Delivery Date cannot be met

Amount Changed 0.00 USD

Creation Date 07/29/2019

Initiating Party Supplier

Initiator Christina Carrao

Actions Save Submit Cancel