

one^{PLM}

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Reference Guide

Ready to Preclass
(Internal & External)

one

Ready to Preclass

Need further info on required attachments / items?
Kohl's: Contact your Global Trade Compliance Coordinator
Vendors: Refer to Kohl's Connection

Kohl's Global Trade Compliance will classify your item when:

- The classification status is set to "Ready to Preclass"
- All required items / attachments are added
- **Vendors MUST ensure their file names DO NOT contain any special characters.**

It is critical to understand the below "items required" section for your commodity, and make sure all items are in place before selecting "Ready to Preclass." If you are not clear, or have further que's, contact your Global Trade Compliance coordinator to discuss. (Don't know who to contact? Email GTC-Customs.Compliance@kohls.com)

The below must be put into "Ready to Preclass" **BEFORE** Kohl's confirms an offer:

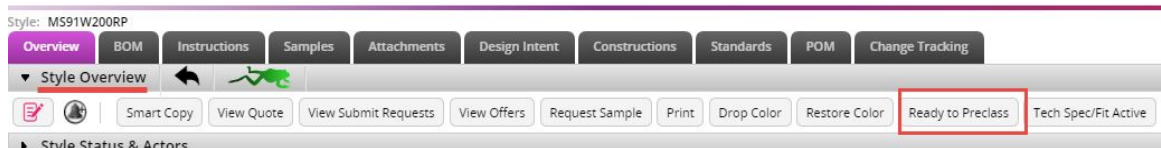
APPAREL	Items required: Main materials listed on BOM Sketches/pictures/images Size range Linked to Base OR Tech Pack
HOME	Items required: Material details listed in Features box Photos

The below must be put into "Ready to Preclass" **AFTER** Kohl's confirms an offer:

FOOTWEAR	Attachments required on the <u>Base Style</u> Attachment tab: Classification worksheet Photos Lab tests (if applicable) All attachments MUST include the material name it applies to!
HANDBAGS	Attachments required on the <u>Offer</u> Attachment tab: Classification worksheet Photos Lab tests (if applicable) All attachments MUST include the material name it applies to!

Steps

1. Attach required documents / photos (per instructions, per commodity, as indicated above)
2. Navigate to the **Style Overview Page**, select all offer lines you wish to preclass and click the **Ready to Preclass** button:



3. Global Trade Compliance, **within 24-48 hours**, will review your attachments, assign an HTS code(s) and set the Classification Status to either "Preclassified" (Apparel, Home) or "Classified" (Footwear, Handbags)

Why do I need to select "Ready to Preclass"?

When a style's classification status is set to "Ready to Preclass," and the below criteria on the Development Choice style is met, the style will populate on Global Trade Compliance query. That query acts as an alert to that team to know styles "are ready to be preclassified". *Note -Classification contact under "Actors" section of Tech Spec page must have the correct name assigned to the style.*

A style will populate on Global Trade Compliance query when:

Non-Footwear Query

Classification status = Ready to Preclass
 I/D field on offer line = I (import)
 Offer status is = Emailed, Vendor, Agent, Offered, Pending, or CFM

Footwear Query

Classification status = Ready to Preclass
 I/D field on offer line = I (import)
 Offer status is = CFM

Handbag Query *New as of 8/13/18

Classification status = Ready to Preclass
 I/D field on offer line = I (import)
 Offer status is = CFM