

CHANGE REQUEST: Company name and/or address, Factory name and/or address

OWNERSHIP: VENDOR FACTORY DIRECT KOHLS INTERNAL TEAMS

CONTACTS:

- Factory Direct (FD): vendorname.factorydirect@kohls.com
- Factory Compliance (FC): factory.compliance@kohls.com
- OnePLM Support: oneplmsupport@kohls.com
- Procure to Pay (P2P): P2Pvendorsupport@kohls.com
- Global Trade Compliance (GTC): gtc-customs.compliance@kohls.com
- Costing Analytics (CA): gsps-costinganalytics@kohls.com
- Accounts Payable (AP): AP-Import.LCOADI@kohls.com
- TR-Imports: tr-imports@kohls.com
- Quality Assurance (QA): quality.assurance@kohls.com
- 3rd Party (3P) Infor Nexus Support: infornexusservice@infor.com
- 3rd Party (3P) Avery Dennison Support: software.support@ap.averydennison.com
- Inspectorio Support: inspectoriosupport@kohls.com

*Note - Kohl's EDI team does **not** need to be looped in as name/address changes do not affect a vendor's existing EDI connection

START HERE

Once a company or facility name or address change request has been identified, vendors will need to work with Kohl's teams **and** third parties to ensure **all necessary parties are informed** and **updates are made in all required systems**. Please follow the trail of steps and reach out to Factory Direct with any questions. It is recommended to start this process **as far in advance as possible** to avoid potential chargebacks and shipping delays.

VENDOR

- Email your **FD vendor distro email address** alerting them of a company or facility name or address change. Ensure to provide the change request on formal company letterhead which AP will utilize in processing change for payment purposes.
- Vendor to provide answers to the following questions in the body of the email:
 - What is the reason for these changes? Please provide any additional context you feel is relevant.
 - Do you have multiple entities/shipping models? If yes, please confirm which entities this change is affecting.
 - Do you have an updated business license? If yes, attach a copy to the email.
 - Is there a specific date this changeover has to take place?
 - If POs are already written that need updates, provide a list of PO's and specify which PO's need to be processed under old information and which PO's need to be updated to new information and when based on upcoming deliveries. If no POs have been written, ok to provide a general date if urgent.
- For facility name or address change, obtain email confirmation from facility of the change and save as a PDF.

FACTORY DIRECT

- FD to email Factory Compliance with vendor, onePLM support, P2P, GTC, CA, and AP on CC for visibility. (Note, there is no need to add GTC for a **company address change**)
- FD to provide FC with the current company or facility name/address, entity ID, new company or facility name/address, a copy of the updated business license provided by the vendor, and any additional information provided by the vendor in separate email thread, including changeover due date.

KOHL'S INTERNAL TEAMS

- FACTORY COMPLIANCE** will grant approval for requested change and proceed with making updates to Kohl's system records, including OnePLM. FC to provide vendor with the new name or address that has been updated in the system.
- GTC** to consult on whether or not documents need to be updated.
- COSTING ANYALTICS** to ensure no changes are taking place during costing events and recommend alternative timing, if required (not applicable for a **factory change**)
- onePLM Support** to update oneplm system where applicable and determine if new onePLM licenses will be required if a new entity is needed (not applicable for a **factory change**)
- ACCOUNTS PAYABLE** to pass information along to internal Business Optimization teams who will proceed with updating CICS. AP to reach out to vendor separately to complete necessary steps for change (not applicable for a **factory change**)

VENDOR

- Vendor to save email from Factory Compliance granting approval as a PDF file to use as supporting documentation when notifying third parties of the change.
 - If shipping documents have already been created and goods are on the water, re-submit documents to the carrier and provide a list of impacted PO's to GTC-Customs.Compliance@Kohls.com with TR-Imports@Kohls.com on CC for visibility. (This step is only required for a **company name change or a facility name or address change**. There is no need to contact GTC for a company address change)
- Ensure to notify forwarder at origin of updates at least 24 hours prior to vessel loading so the forwarder can provide the correct information to U.S. Customs. (Failure to provide forwarder with updated name/address information could result in penalties and fines)

GTC

- GTC to notify impacted brokers of the updated PO's/documents.

VENDOR

- Infor Nexus:** Email Infor Nexus support and **include the following**:
 - Member ID # located in vendor profile in Infor Nexus
 - PDF attachment of Factory Compliance email confirmation and include facility email confirmation pdf, if applicable.
 - Brief description of your change request
 - If POs are already written, Include a list of affected POs and the updated address and/or company name that need to be changed. Note- address changes should only be updated through an Infor Nexus service ticket request. Production email requests are **not** needed for address changes as the address does not transmit on POs in internal Kohl's systems.
- Infor Nexus will respond on a new email thread with a case number for tracking.
 - All communication regarding the request should now stay within the case number email thread initiated by Infor Nexus. Separate emails sent to Infor Nexus support will automatically create new case numbers resulting in duplication, confusion, and a delay in changes.
 - Once the system has been updated, Kohl's to re-EDI existing POs to ensure the name change is reflected in InforNexus.
 - Note: For a factory add, the vendor must reach out to Avery Dennison. This should only be completed **after Factory Compliance has notified the vendor that production can begin and the permanent entity ID for the factory has been created**. Once this step is completed, follow the below instructions:
 - Email software.support@ap.averydennison.com with subject line, **New Factory Add Request for <Vendor Name> <Member ID>** and clearly indicate that the factory is for Kohl's -
 - "A new factory has been approved by Kohl's for use by <Vendor Name>. Can you please add this factory to Avery & Infor Nexus records? Please see details below:" (include all information listed below)
 - Vendor name, Member ID (same ID as Infor Nexus), Factory Name, Factory Code, Factory Address, City, State, Country, Postal Code, Contact Person (email)

VENDOR

- Inspectorio:** Email Julie Chen (julie@inspectorio.com) and **include the following**:
 - PDF attachment of Factory Compliance email confirmation and include facility email confirmation pdf, if applicable.
 - Brief description of your change request
- Once the update is completed by Julie, email Inspectorio support to request the impacted POs to be retriggered to Inspectorio.
 - Note, if the name or address change results in an additional vendor entity ID being created (ie for a new shipping model), vendor to email Inspectorio support and Quality Assurance to link new Kohl's entity ID to Inspectorio global account.
- Inform FD team when all previous steps have been completed.
- *Name change only:** Send Production teams a list of affected POs in daily email that need to be updated so they can pass to Merchant teams to re-edl. This can be sent as a NOC.

FACTORY DIRECT

- Help to provide vendor with answers to any additional questions as it relates to this process
- Monitor communication between Vendor and Production teams.
- Step in as needed to ensure all necessary steps are being followed and to help facilitate updates to Production/Vendor.

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Procure to Pay (P2P): P2Pvendorsupport@kohls.com
Costing Analytics (CA): gspcs-costinganalytics@kohls.com
Accounts Payable (AP): AP_MERCH_VENDOR_X@KOHL'S.COM
(X = the first letter of Vendor's name)
Quality Assurance (QA): quality.assurance@kohls.com
Inspectorio Support: inspectoriosupport@kohls.com

START HERE

Once a company or facility name or address change request has been identified, vendors will need to work with Kohl's teams **and** third parties to ensure **all necessary parties are informed** and **updates are made in all required systems**.
Please follow the trail of steps and reach out to Factory Direct with any questions. It is recommended to start this process **as far in advance as possible** to avoid potential chargebacks and shipping delays.

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 - Do you have multiple entities/shipping models? If yes, please confirm which entities this change is affecting.
 - Do you have an updated business license? If yes, attach a copy to the email.
 - Is there a specific date this changeover has to take place?
 - If POs are already written that need updates, provide a list of PO's and specify which PO's need to be processed under old information and which PO's need to be updated to new information and when based on upcoming deliveries. If no POs have been written, ok to provide a general date if urgent.
- For facility name or address change, obtain email confirmation from facility of the change and save as a PDF.

FACTORY DIRECT

- Note: For non Factory Direct vendors, one or more of the follow depts (**Strategic Sourcing/ Production/ Merchants**) will be the owner of this step.*
- FD to email Factory Compliance with vendor, onePLM support, P2P, CA, and AP on CC for visibility.
 - FD to provide FC with the current company or facility name/address, entity ID, new company or facility name/address, a copy of the updated business license provided by the vendor, and any additional information provided by the vendor in separate email thread, including changeover due date.

KOHL'S INTERNAL TEAMS

- FACTORY COMPLIANCE** will grant approval for requested change and proceed with making updates to Kohl's system records, including OnePLM. FC to provide vendor with the new name or address that has been updated in the system.
- COSTING ANYALTICS** to ensure no changes are taking place during costing events and recommend alternative timing, if required (*not applicable for a **factory** change*)
- onePLM Support** to update oneplm system where applicable and determine if new onePLM licenses will be required if a new entity is needed (*not applicable for a **factory** change*)
- ACCOUNTS PAYABLE** to pass information along to internal Business Optimization teams who will proceed with updating CICS. AP to reach out to vendor separately to complete necessary steps for change (*not applicable for a **factory** change*)

VENDOR

- Vendor to save email from Factory Compliance granting approval as a PDF file to have as supporting documentation when notifying third parties of the change.
- Notify any necessary third party systems of the change (carton label provider, ticket maker, PO EDI provider, etc)
 - Ensure to provide the old information, new information, date the change is taking place, and a PDF attachment of Kohl's Factory Compliance email confirmation (include facility email confirmation pdf, if applicable)
- Inspectorio:** Email Julie Chen (julie@inspectorio.com) and **include the following:**
 - PDF attachment of Factory Compliance email confirmation and include facility email confirmation pdf, if applicable.
 - Brief description of your change request
- Once the update is completed by Julie, email inspectoriosupport@kohls.com to request the impacted POs to be retriggered to Inspectorio.
 - Note, if the name or address change results in an additional vendor entity ID being created (ie for a new shipping model), vendor to email Inspectorio support and Quality Assurance to link new Kohl's entity ID to Inspectorio global account.

VENDOR

- Factory Direct vendors:** Inform FD team when all of the previous steps have been completed.
- Non Factory Direct vendors:** Inform the dept(s)whom you have been working with on the change (Strategic Sourcing/ Production/Merchants) when all of the previous steps have been completed.
- Name change only:* Send Production teams a list of affected POs in daily email that need to be updated so they can pass to Merchant teams to re-edi. This can be sent as a NOC.

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