Test PO Process

Summary: As the final step in onboarding, a temporary Test PO with fake style information and costing will be issued for each new vendor. This will allow the vendor to register for Klink access and will ensure proper EDI flow through systems. The Test PO process occurs after the vendor agreement has been signed (parent/vendor ID created, approved factory audit) and after the vendor has gained OnePLM access and training. **The Test PO Process must be completed before actual orders can be written.**

OWNERSHIP

- Production
- Merchandise Specialist
- Factory Direct
- Vendor

Production
- Factory Direct Team initiates Test PO process. The Test PO only will need to be issued for **one PO per vendor.**
- Production **uses an existing style number/description & creates a brand new suffix** in onePLM and bids out to vendor.
- *Reminder for Production to pre-class test suffix for custom compliance*
- *If possible, use a style # that has a limited amount of existing suffixes & is not a core/key item with flow orders*
- *Please utilize "TST1" as the suffix to ensure that this is identified as a test PO on the EDI*

Vendor
- Vendor receives bid for style and **enters fake costing** in onePLM and puts bid into "offered" status. Vendor notifies Factory Direct and production once complete.

Production
- Production **confirms fake costing** in onePLM after classification.
- Production informs their Merchant partners that the Test PO process has begun and shares style information.

Merchandise Specialist
- Merchants **create the Test PO** using fake style number and transmits EDI to vendor.
- Merchants **provide PO #** to Factory Direct (CC edimio@kohls.com), who then relay the information to the vendor.

Vendor
- Vendor confirms **receipt of PO** and successful bridge of EDI information to Factory Direct.
- If the **PO does not successfully bridge**, the vendor should **immediately inform the Factory Direct team**. Merchants and EDI teams will support to troubleshoot, as needed.

Note: EDI issuing may take up to 1 week to transmit after Production confirms fake costing.

Vendor
- After a successful Test PO transmission, Vendor will use PO and vendor ID to **register to K-Link.**
- If there are issues in gaining access, vendor should immediately reach out to Factory Direct team. Klink will support as needed.

Merchandise Specialist
- Factory Direct Team instructs Merchants to **cancel Test PO** after Vendor confirms receipt & testing concludes.

The vendor is now set up to receive EDIs through Kohl's and their 3P EDI Provider.

As of January 2024

KOHL'S