

Vendor Weekly Bulletin/Communications

Vendor Group Email Address

Kohl's requires vendors to create and provide a group email address containing individuals within the Company that support the Kohl's account.

Example: kohls@ABCCorp.com

A group email address is required for the following:

- PO correspondence
- All Items List (AIL)
- Communication provided by Kohl's relating to current/future projects

Work with your email administration team to establish a group email address. Upon setup completion, please send your group email address to Pur-VendorRelations@kohls.com to ensure all Procurement communications are received.

It is our requirement that more than one individual be added to the Kohl's specific email group.

Confirm with your technical security or email administration team to ensure all emails from the Oracle domain are whitelisted and will be accepted by your company (domain: mail.us2.cloud.oracle.com & ejke.fa.sender@workflow.mail.us2.cloud.oracle.com)

Emails and their attachments may be as large as 60MB.

Ensure your email administration team maintains this email group as associates within your Company are added or removed from the Kohl's account.

Vendor Weekly Bulletin/Communications (cont'd)

Vendor Weekly Bulletin

Critical Communication is sent weekly from PUR-VendorRelations@kohls.com to Kohl's vendor community regarding current or future projects. This communication is sent to the Kohl's group email address provided by each vendor.

Major sections within the bulletin to become familiar with:

- **Important Updates**
 - Critical updates Kohl's wants to call out to vendors for review or action required by vendors
- **Reminders**
 - Daily vendor tasks
- **All project type updates**
 - Contains critical dates/information pertaining to the project

Kohl's Procurement Weekly Bulletin
October 20, 2023

Retail Stores Projects, Latest News & Updates

Important Announcements

Please check all projects for any critical updates.
This page applies to ALL Vendors and All Projects.

Purchase Order Acknowledgments

- POs are to be confirmed via Oracle within 48 hours of issuance.

Shipping/Receiving

- All shipments are to deliver per the specified Requested Delivery Date provided on each order and should be coordinated through Kohls Logistics.
- All Receiving Requests must be submitted via Transpilot.
- Questions about Receiving can be sent to procurementoperations@kohls.com or KohlsLogistics@kohls.com.

Labeling/Order Confirmation

- The location of the color sticker guidance is provided within the detail of each line and located on Supplemental Labeling. If this field is populated, a color sticker is required for that particular item.
- Review of Kohl's Labeling, Color Sticker and Packaging Guidelines on page 5-14 of the Vendor Information Manual.

Vendor Relations

- Having needs or general questions contact Procurement - vendorrelations@kohls.com

Kohl's Support - Please contact to work with the team associated with your project

- New Stores/Procurement Technology Team Email - Stores_Procurement_Team@kohls.com
- Capital Strategic Initiatives Team Email - Retail_Procurement_Team@kohls.com
- General Administrative Needs/Questions - generaladministrative@kohls.com
- Service/Technical Application Support - technicalsupport@kohls.com
- EEC Inquiries are now emailed - Please request tagging.

Capital & Special Projects



1. 2025 Capital Projects

Procurement Partners: Stores_Procurement_Team@kohls.com

- **2025 CAPITAL_EXPANSION_ADDITIONAL_FIGURES**
 - Store Count: 816
 - Delivery Window: 8/7/24 - 8/26/24
 - Request Window: 8/28/23 - 9/24/23
- **2025_SPECIAL_PROJECT_HIGH_VOLUME_HARDWARES_FIXTURE_REPLACEMENT**
 - Store Count: 2
 - Delivery Window: 8/27/24 - 9/18/24
 - Request Window: 8/29/23 - 9/24/23
- **2025 CAPITAL_EXPANSION_ADDITIONAL_TABLES**
 - Store Count: 861
 - Delivery Window: 8/7/24 - 9/27/24
 - Request Window: 8/29/23 - 9/24/23
- **2025_SPECIAL_PROJECT_EXPANDED_FURNISHING**
 - Store Count: 98
 - Delivery Window: 10/5/23 - 10/27/23
 - Request Window: 10/5/23 - 10/27/23
- **2025_SPECIAL_PROJECT_ORION_LANE_WAIV_3**
 - Store Count: 813 (2024) and 1
 - Delivery Window: 4/7 - 8/22
 - Release Window: 4/27 - 10/29
- **2025 CAPITAL_EXPANSION_HIGH_REACH_POLES**
 - Store Count: 285
 - Delivery Window: 10/7/24 - 10/24
 - Request Window: 10/29 - 10/27

2. Sephora Special Projects



- **2025 SPECIAL PROJECT BEAUTY SEPHORA Spring New Store**
 - Request Window: 10/2/2023 - 10/27/23
 - New Store: #168 - Bull Run Plaza (Newport News, VA)
 - Fulfilling POs will be limited on 10/26. ACKNOWLEDGEMENT IS REQUIRED WITHIN 48 HOURS OF RECEIPT
 - Soft Opening: 10/27/2024
 - Grand Opening: 10/27/2024

Store address has been updated as of 10/17/2023.
2025 Supply Master Dr., Alexandria, VA 22304

(THIS IS STILL CONFIDENTIAL AND SUBJECT TO CHANGE. PLEASE DO NOT PUBLISH)

New Store Projects

- **2024 Spring New Store**
 - Request Window: 10/2/2023 - 10/27/23
 - Procurement Partners: Stores_Procurement_Team@kohls.com
 - New Store: #168 - Bull Run Plaza (Newport News, VA)
 - Fulfilling POs will be limited on 10/26. ACKNOWLEDGEMENT IS REQUIRED WITHIN 48 HOURS OF RECEIPT
 - Soft Opening: 10/27/2024
 - Grand Opening: 10/27/2024

Store address has been updated as of 10/17/2023.
2025 Supply Master Dr., Alexandria, VA 22304

(THIS IS STILL CONFIDENTIAL AND SUBJECT TO CHANGE. PLEASE DO NOT PUBLISH)

Contractor Contact Information:

General Contractor	Beck
Foreman	Kevin Beck
Foreman Email	kevinbeck@kohls.com
Cell	C: 202-518-8377
Project Manager	Beck
Project Manager Email	Kelley Beck
Project Manager Cell	kelleybeck@kohls.com
On Site General Contractor	Beck
On Site General Contractor Email	kelleybeck@kohls.com
On Site General Contractor Cell	C: 202-518-8377