



Process & Tools Training:

Notice of Change (NOC)

Agenda

- 1** What is an NOC?
- 2** Common Change Requests
- 3** onePLM Required Updates
- 4** NOC Timing, Workflow & Ownership
- 5** How to Complete An NOC

Common PO Change Requests

Changes that **Require** an NOC Form (Changes that Impact a PO)

- Buyer Move Up/Out (Ship Date)*
- Vendor Color
- Country of Production (COP)
- Estimated Landed Cost (ELC) / Comp Rate
- Factory
- First Cost (FC)
- FOB
- Inner Pack/Outer Pack Size (if impacting units)
- Last Factory Date/Start Factory Date (Ship Date)
- New Store Indicator
- NRF Color Code
- Office of Placement
- Pack Add (if impacting units)
- Pack Component Deletion (if impacting units)
- Pack Description
- Pack Ratio (if impacting units)
- Parent
- PO Cancellation
- PO Quantity
- Port of Entry
- Retail (takes 3 days min to update in our systems)
- Size
- SKU Cancel
- SKU Reinstate
- Split Shipment
- Style Number (SSID)
- Style Description
- Ticket (Integrated Only)
- UPC Information
- Vendor Early / Vendor Late (Ship Date)

*some teams leverage a PO Management Tool to capture buyer move up/out changes

Changes that Do **NOT** Require an NOC Form (Changes that Do Not Impact a PO)

- Material
- Supplemental Hang Tag Changes (Trim Information, Merchandise Codes, Group Codes, Labels)
- Port Delays
- Hanger Code

onePLM Required Updates

Changes that **REQUIRE** onePLM to be updated **before an NOC is created**

Changes owned by Kohl's

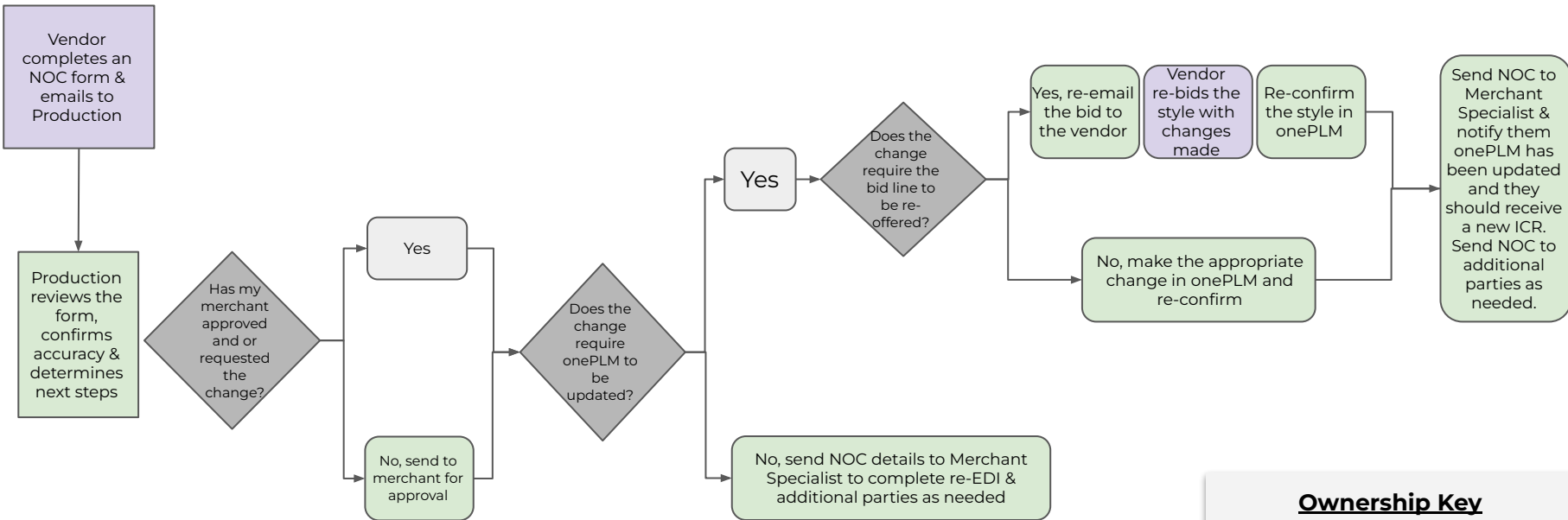
- Vendor Color
 - NRF Color Code
 - Parent (Vendor Name)*
 - Styles should be re-bid to vendors if the vendor name is changing
 - Retail
 - Style ID (Dev Choice Style No)
 - Style Description
-
- *Material**
 - Although Material changes do NOT required an NOC...Material changes should always be reflected in onePLM and flagged to the GTC team to ensure HTS code/duty is still accurate. If material changes, Production should pre-class the style again and re-confirm the bid line with updated ELCs

Changes owned by vendors

styles need to be re-bid to vendors in order for them to make appropriate changes

- Country of Production (COP)
- Estimated Landed Cost (ELC)
- Factory
- First Cost (FC)
- FOB
- Inner Pack/Outer Pack Size (*if impacting units*)
- Office of Placement
- Port of Entry (POE)

NOC Timing, Workflow & Ownership



Ownership Key

- Kohl's Production Action
- Vendor Action



How To Complete An NOC

The required NOC excel template can be located on Klink

Standard Naming Convention: Dept_Brand_PO or Style Number_Change Description_Date

KLink
by KOHL'S

Private and Exclusive Brands →

MONTHLY UPDATES	<h3>Time and Action Calendar Notice of Change (NOC)</h3> <hr/> <p>The Time & Action Calendar, Notice of Change (NOC) page houses two Excel based tools used in the development process.</p> <p>The Time & Action Calendar (9D Form) is used to share key trigger dates between the vendor and Kohl's in the development process.</p> <p>The Notice of Change(NOC) should be used when there is a change needed following a PO being created. Changes can be initiated by the vendor, Kohl's Product Development or Kohl's Merchants. The NOC form should be used to communicate the changes to all necessary parties.</p> <p>For any questions on either tool, please reach out to pd-optimization@kohls.com</p> <p> Notice of Change (NOC) Template (Last Updated: 08/11/2022)</p> <p> Time & Action Calendar (Last Updated: 09/01/2022)</p>
LABELS AND PACKAGING	
PERFORMANCE TESTING ▾	
COLOR SERVICES	
GLOBAL TECHNICAL DESIGN ▾	
QUALITY ASSURANCE	
PREFERRED TRIM SUPPLIERS	
FOOTWEAR	
ONEPLM	
MATERIAL MANAGEMENT	
SOURCING	
▶ TIME AND ACTION CALENDAR NOTICE OF CHANGE (NOC)	

Questions?

Contact your Kohl's Production team or email
PD-optimization@kohls.com

Reason for Change: PO Field Cheat Sheet

Required PO Fields: PO Fields that are required to be on the NOC for the corresponding reason for change

Optional PO Fields: PO Fields that are optional to include on the NOC unless a change to that field is required with the selected reason for change (these fields are identified with an asterisk (*) in the NOC form template)

Reason for Change Index		
Reason for Change	Required PO Fields on the NOC	Optional PO Fields on the NOC
	<i>MUST be included on NOC Form If any below fields are missing, Production will send NOC form back to Vendor to correct</i>	<i>MUST be included on NOC Form If the change requires the field to be updated</i>
Color Change	NRF Color, Vendor Color	
Cost Change	FC/ELC, Comp Rate	
Country of Production	COP (code)	FOB (code), POE (code)
Factory Change	Factory (Name & OnePLM code)	COP (code), FOB (code), POE (code)
FOB Change	FOB (code), POE (code)	Factory (Name & OnePLM code), COP (code)
New Store Indicator	New Store Indicator	
Office of Placement	Office of Placement	
Pack Size Update	Inner Pack, Outer Pack	
Pack Update		Pack Add, Pack Component Deletion, Pack Description, Pack Ratio
Parent Change	Vendor (Parent Name & OnePLM code)	
PO Cancellation	PO Status	
PO Qty Change	Units	
PO Type	PO Type	
POE Change	POE (code), FOB (code)	
Retail Change	Retail (minimum 3 days to process)	
Size Change	Size	
Split Shipment	Units, Units Shifted to New PO, New PO Start X-Fty, New PO End X-Fty, New PO Start Ship Date, New PO Ship Cancel Date, New PO OTB Week	
Style/SKU Update		Style #, SKU #, Style Description, SKU Cancel, SKU Reinstate
Ticket Type	Ticket Type	
Vendor Early	Start X-Fty, End X-Fty, Start Ship Date, Ship Cancel Date, OTB Week	
Vendor Late	Start Ship Date, Ship Cancel Date, OTB Week	
Merch Move Up	Start X-Fty, End X-Fty, Start Ship Date, Ship Cancel Date, OTB Week	
Merch Approved Move Out	Start X-Fty, End X-Fty, Start Ship Date, Ship Cancel Date, OTB Week	
UPC Information	UPC	

Reason for Change: PO Field Example Scenarios

Example Scenarios & Actions

Factory needs to be updated on the PO

- **Scenario:** Vendor needs to shift production from one factory to another, however, the new factory uses a different FOB port
- **Action:** Create an NOC that updates the factory name & the FOB. FOB is an optional field for a factory change, however, since the FOB needs to be updated because of this reason for change, it must be included on the NOC

EDI Changes:

Reason for Change	PO Field Changing
Factory Change	Factory (Name & One PLM code)
Factory Change	*FOB (code)

FC & ELC needs to be updated on the PO

- **Scenario:** A style's FC & ELC needs to be updated after the EDI has already been transmitted
- **Action:** Create an NOC that updates the FC/ELC & the comp rate. FC/ELC & comp rate are required fields for all cost changes. After filling in the FC/ELC details, use the "Comp Rate Calculator" at the top of the NOC form template to calculate the old & new comp rate for this style.

EDI Changes:

Reason for Change	PO Field Changing
Cost Change	FC/ELC
Cost Change	Comp Rate

Production delay & shipping timing needs to be updated on the PO

- **Scenario:** Due to a production delay, the PO will miss the x-fty. The Kohl's Merchandising & Production teams aligned on charging the vendor for the shipment delay.
- **Action:** Create an NOC using the "Vendor Late" reason for change. For the PO fields changing, select the ship start date, ship cancel date, and OTB week. These are the only required fields for a "Vendor Late" scenario, no additional shipping timing information is needed. Production should validate all shipping timing provided from the vendor since the NOC form is no longer linked to the Transit Calendar.
- **Additional Note:** If the Kohl's Merchandising & Production teams are aligned to waive the charge for the delay and it is an approved move out, select the "Merch Approved Move Out" reason for change & add the corresponding 5 required PO fields (Start X-Fty, End X-Fty, Start Ship Date, Ship Cancel Date, OTB Week).

EDI Changes:

Reason for Change	PO Field Changing
Vendor Late	Start Ship Date
Vendor Late	Ship Cancel Date
Vendor Late	OTB Week

Reason for Change: PO Field Example Scenarios

Example Scenarios & Actions

Production delay resulting in a split shipment & new PO

- **Scenario:** Vendor has requested a split shipment due a Production delay. A new PO also needs to be created.
- **Action:** Create an NOC using the “Split Shipment” reason for change. For the PO fields changing, select all fields in the dropdown as they are all required when a new PO is also needed for a split shipment.
- **Additional Notes:**
 - If shifting units to a different PO rather than writing a new PO, utilize the “PO Qty Change” reason for change for both POs receiving unit updates.
 - If a production delay caused the need for a split shipment and Kohl’s would like to chargeback the vendor, Production/Merchandising should follow the [Debit Allowance Process](#) to receive a discount on the impacted units.

EDI Changes:

Reason for Change	PO Field Changing
Split Shipment	Units
Split Shipment	Units Shifted to New PO
Split Shipment	New PO Start X-Fty
Split Shipment	New PO End X-Fty
Split Shipment	New PO Start Ship Date
Split Shipment	New PO Ship Cancel Date
Split Shipment	New PO OTB Week

Thank You!

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