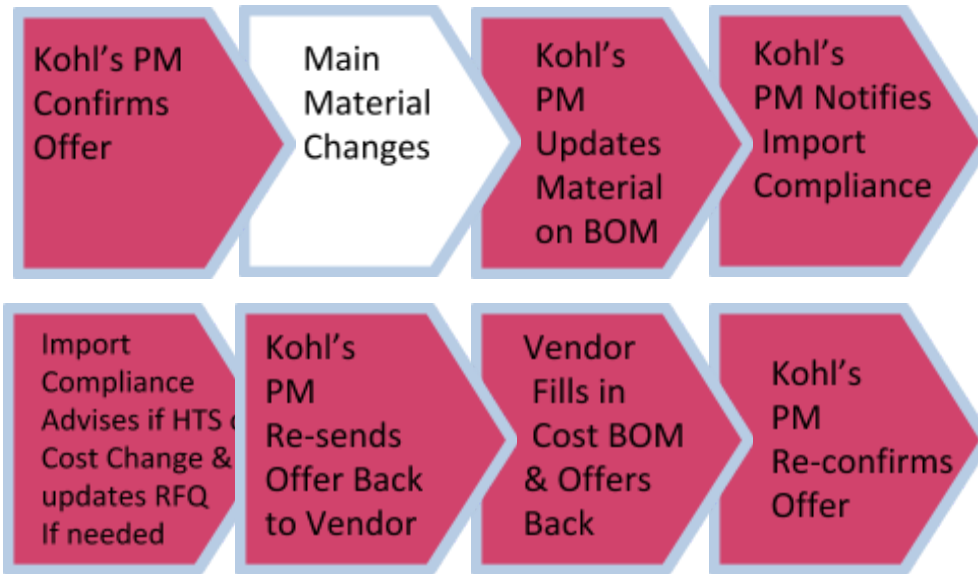


What to do When Your Material Changes Post Style Confirmation (Internal & External)



Whether due to actual material change, or need to correct an error, if the material on a style in onePLM needs to be updated, both Kohl’s, Import Compliance, and the vendor must take the below steps to correctly update

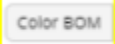
***Failure to follow through with these steps will lead to inaccurate submit data, as well as negatively affect reporting.**

Step #1 Role: Kohl’s PM
Action: Update the BOM

1. Navigate to the style’s BOM tab.
 - a. Note: Make sure you are on the “Color BOM” and the **Go To** bar selection is “Kohl’s Design BOM”




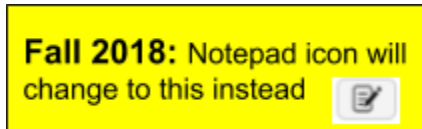
2. Navigate to the material line containing the material you wish to change
3. Select the material line
4. Select the **More Actions** drop down
5. Select **Delete**
6. Add the new material and **Save**
7. Re-add the colorways on the material line and **Save**

Fall 2018: “Color BOM” link will instead be a button 

Step #2 Role: Kohl's PM
Action: Contact Import Compliance

1. Send a threaded message to Import Compliance and inform them that the material has changed

- a. On the Request for Quote (RFQ) page, select the notepad icon . 
- b. Select **New Comment**
- c. For **Category** select "Materials"
- d. For **Subject** write "Material Change"
- e. For **New Comment**



NON-HANDBAG PRODUCT write "The material for this style has been updated on the BOM. Pls review and reply"

HANDBAG PRODUCT write "The material for this style has been changed. A new preclassification sheet has been updated. Pls review and reply"

- f. For **Actors** select your Import Compliance partner
- g. Select **Post**

Step #3 Role: Kohl's Import Compliance
Action: Re-assess classification

1. Re-assess the style's classification and broker description. If the HTS will change:
 - a. Update the HTS code and **Save**
2. If the HTS code changed, verify if the duty rate changed
3. Reply back to the threaded message and indicate if the HTS code or duty rate changed
4. On the Request for Quote (RFQ) page, select the notepad icon
 - a. Navigate to the Material Change comment
 - b. Select **Reply**
 - c. In the comment box, indicate that you have reviewed, and if the HTS code (and if applicable duty rate) have changed
 - d. Select **Post**

Step #4 Role: Kohl's PM
Action: Send offer back to vendor

Upon receiving notification from Import Compliance that they have completed reviewing the style, you will need to resend the offer back to the vendor. **It is imperative that you perform this step, otherwise submits and reporting will be negatively affected**

If Import Compliance mentioned a “duty change” or “cost change” you will need to re-calc the offer line

1. Navigate to the RFQ (quote) page of your style
2. Select the offer line
3. Select the **Process** drop down
4. Select **Costing Re-calc**

Fall 2018: “Costing Re-calc” will instead be a button at the top of the Offers tab page

Once you have performed the above, or if cost did not change, you can send the offer back to the vendor

1. Select the offer line
2. Select the **Process** drop down
3. Select **Send Offer to Supplier**
4. Select **Send**

Fall 2018: “Send to Supplier” will instead be a button at the top of the Offers tab page called “Email”

Step #5 Role: Vendor
Action: Complete offer and send back to Kohl’s

Upon receiving the offer back, you must complete your cost BOM and review your offer response for any needed changes. **It is imperative that you perform this step, otherwise submits and reporting will be negatively affected**

1. Navigate to the Offer Response page of the style
 - a. Review the below fields and update if needed
 - i. FC (First Cost)
 - ii. HTS
2. Select **View Cost BOM**
 - a. Navigate to the line containing the material
 - b. Complete the below fields on the material line
 - i. Mill/Supplier
 - ii. Supplier COP
 - iii. Unit Cost
 - iv. Yield Qty
 - v. UM (unit of measure)

Pricing Information					
Item FC	1.000	<input checked="" type="checkbox"/>	ELC	69.035	<input checked="" type="checkbox"/>
Carton Code (FTWR)		<input type="text"/>	Units / CBM	1.000000	
UM	CBM		HTS No	0708903000	
Duty Free	No	<input type="text"/>	Hanger Cost	0.000	

3. Select **View Offer**
 - a. Select the **Process** drop down
 - b. Select **Submit Offer to Kohls**
4. Request that Kohl’s confirm the offer

Supplier/Mill	Supplier COP	Unit Cost	Yield/Qty	UM
TEST MILL - V201	CN	1.000	1.00	EA

Fall 2018: “Submit Offer to Kohl’s” will instead be a button at the top of the page

If HTS is multi, refer to the separate multi HTS job aids if needed

IMPORTANT NOTE: If the cost changed, and orders were already EDI’d, you must also submit an NOC to Kohl’s

Step #6 Role: Kohl’s PM
Action: Confirm offer

1. Navigate to the offer line of the style
2. Select the offer line
3. Select the **Process** drop down
4. Select **Confirm Offer**

Fall 2018: “Confirm Offer” will instead be a button at the top of the Offers tab page

IMPORTANT NOTE: If the vendor sends you an NOC, you must process it