

Quick Reference Guide - Who to Contact

When to Contact your Merchant/Buying Team:

- ★ New product set up
- ★ Style updates/maintenance
 - Costing, vendor style name, vendor color, moving items to a new merchant group, etc
- ★ Update(s) to purchase order(s)
 - Costing, case pack, item packs, parent/factory update, unit updates, shipping date shifts
- ★ Costing updates on direct/drop ship product
- ★ Updates to images/attributes on kohls.com
- ★ Obtain PO and vendor number for K-Link registration
- ★ Questions on enabling KP2's or understanding sales report
 - Specific metrics/data or general Qlik questions can be directed to mpa.reportingssupport@kohls.com
- ★ Ticketing information

Your Merchant Team can always direct you on whom to contact if you are unsure!

When to Contact the K-Link Team:

- ★ Questions on functionality within K-Link
- ★ Issues/errors loading attributes and/or images
- ★ Assign Admin rights to you or another user on your team
- ★ Delete a profile of a former user on your team (Vendor admins also have this ability)

You can reach the K-Link team at k-link@kohls.com or by clicking "contact us" within K-Link.

When to Contact Vendor Services:

- ★ General New Vendor Onboarding
- ★ Shipping & Packaging
- ★ Transportation

Contact: vendor.services@kohls.com

When to Contact Accounts Payable (AP):

- ★ Reach out to one of the following addresses, based on vendor name: Numerical vendors, use the email that matches the alphabetical spelling (123 Vendor is AP_Merch_Vendor_O).
- AP_Merch_Vendor_A@kohls.com
- AP_Merch_Vendor_B@kohls.com
- AP_Merch_Vendor_C@kohls.com
- AP_Merch_Vendor_D@kohls.com
- AP_Merch_Vendor_E@kohls.com
- AP_Merch_Vendor_F@kohls.com
- AP_Merch_Vendor_G@kohls.com
- AP_Merch_Vendor_H@kohls.com
- AP_Merch_Vendor_I@kohls.com
- AP_Merch_Vendor_J@kohls.com
- AP_Merch_Vendor_K@kohls.com
- AP_Merch_Vendor_L@kohls.com
- AP_Merch_Vendor_M@kohls.com
- AP_Merch_Vendor_N@kohls.com
- AP_Merch_Vendor_O@kohls.com
- AP_Merch_Vendor_P@kohls.com
- AP_Merch_Vendor_Q@kohls.com
- AP_Merch_Vendor_R@kohls.com
- AP_Merch_Vendor_S@kohls.com
- AP_Merch_Vendor_T@kohls.com
- AP_Merch_Vendor_U@kohls.com
- AP_Merch_Vendor_V@kohls.com
- AP_Merch_Vendor_W_to_Z@kohls.com

When to Contact Direct/Drop Ship Team:

- ★ Questions on DSCO
- ★ Shipping on direct/drop ship SKUs
- ★ Obtaining access to K-Link if you **only** carry direct/drop ship product

Contact: Your designated direct/drop Ship contact