



# Reference Guide

## Material Management (External)



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# Material Management (External)

Log into onePLM

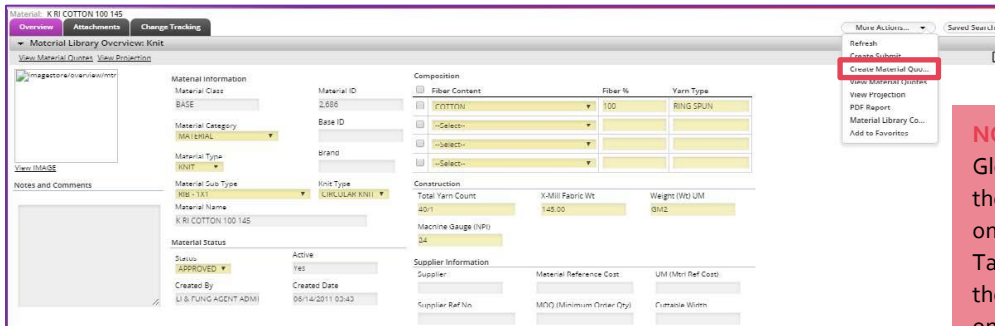
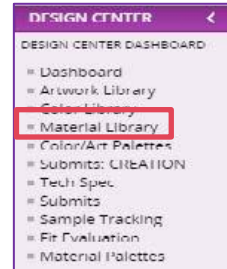
Go to: <https://kohls.bamboorose.com/prod/plm.do>

Materials Management in onePLM complements the Fabric First process. In onePLM, you can request a quote, make a materials commitment, consume materials, track and report on materials for a season.

Recommended if Kohl's is owning the forecast; required if Li & Fung is entering the Material Quote into onePLM: Use the Tactical or Global Forecast Form to organize the required information before starting the Material Quote in onePLM. The Form is located on the PD Intranet > Product Services > Material Management

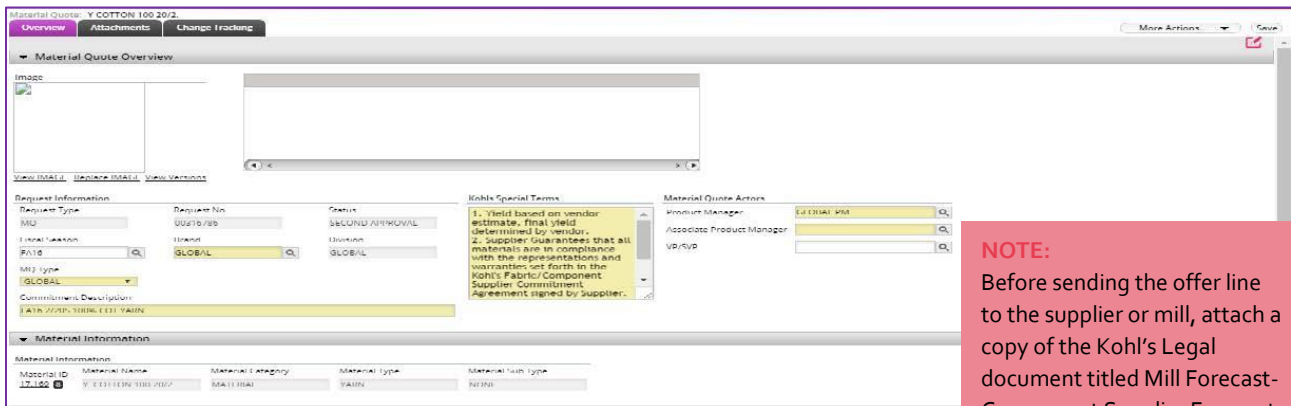
## Create a Material Quote

1. Access the **Material Library** through the Design Center Dashboard
2. Search on the Material Library for the specific material by entering the **Material Name** or **Material ID**
3. Open the material record by clicking on the **Material No** link
4. Click More Actions and select the **Create Material Quote** option



**NOTE:**  
Global Forecasts are completed by the Materials Management Team only and cross brands, divisions, etc. Tactical Forecasts are completed by the individual brand and the fabric is only being used in one brand

5. From the Material Quote, complete the required information (yellow fields) and click Save. Note: Forecast Description naming convention is: Season, Brand, Division, and Fabric (e.g. SP16 SONOMA WOMENS 5.0oz TWILL)
6. Click **Save**. This will create the Material Quote and populate the Request No



**NOTE:**  
Before sending the offer line to the supplier or mill, attach a copy of the Kohl's Legal document titled Mill Forecast-Component Supplier Forecast

7. Click the **Attach** button
8. Click **Save**

# Complete a Materials Quote

1. Scroll down to view **Target Pricing** Information.
2. Under the "Target Pricing" section, complete the following fields:
  - Target Qty Price (negotiated price) per unit of measure
  - Quantity in "YDS" for wovens or "LB" for knits
  - Cuttable Fabric width
3. Under the **Offer** section, complete the following required fields:
  - Enter the **Supplier/Mill** (Vendor or Mill you're forecasting to)
  - Enter the **Agent**
  - Enter the **Mill** (if different from Supplier/Mill) & **Mill Location**
  - Enter **UM** and **Per Unit (FOB)**
  - Enter **Brand**
  - Scroll right and ensure the **Contact Name** & **Email To** fields are populated with the correct information. This is to whom the Material Quote will be sent
4. Click **Save**.

**NOTE:**  
Tactical Pricing information is not required for either Global or Tactical Material Quotes/Forecasts

The screenshot shows the 'Material Quote Overview' form. Red boxes highlight the following fields: Target Qty Price (2.00), Currency (USD), Qty (1,500,000), UOM Qty (LB), Cuttable Fabric Width (58.0), Contact Name (JADA LAU), Email To (jlau@1111111111), Offer No (1361750), Supplier/Mill (TEST MILL - V2010 UPG), Agent (TEST AGENT - V2010 US), Mill (TEST MILL - V2010 UPG), Mill Location, Offer Qty, Per Unit (FOB), and Term.

# Email a Materials Quote Offer

1. Using the check-box(es) to the left, **select** the completed **offer lines that are ready** to be emailed to the Supplier/Mill
2. Click the **More Actions** menu, and select the **Email** option. This will display the email dialog box
3. From within the email dialog box, click the **Send** button. This will trigger an email to the supplier

The 'More Actions...' dropdown menu is open, showing options: Place Forecast, Email, Review Quote, First Approval, Reject Offer(s), Add to Favorites, Refresh, and Material Quote Com... The 'Email' option is highlighted.

The 'EMAIL REQUEST' dialog box is shown. The 'Send' button is highlighted with a red box and a red arrow. The email content is as follows:

From: system@kohls.com  
 Recipients:  
 Vendor Name Offer No Email Address(es) Status  
 NICE DYING FACTORY LIMITED 1229419 jlau@nicedye.com  
 Subject: Request for Quote from KOHLS  
 \*\*\*\*\*Click Here to make changes to message\*\*\*\*\*  
 Dear Supplier  
 We are requesting a quote for the material listed.  
 Please click the URL below to provide us with Material Quote Information.  
[Access Request for Material Quote](#)  
 Material Name: Y COTTON 100 20/2.  
 Thank You

The screenshot shows an email in the inbox titled 'Request for Quote from KOHLS'. The email content is:

system@kohls.com  
 to me  
 Dear Supplier  
 We are requesting a quote for the material listed.  
 Please click the URL below to provide us with Material Quote Information.  
[Access Request for Material Quote](#)  
 Material Name: Y COTTON 100 20/2.  
 Thank You

# Material Quote Request Email



1. Mill/supplier receives Material Quote Request via email with a blue hyperlink
2. Click the blue hyperlink to open the material offer response screen



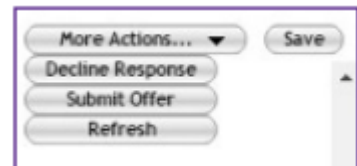
**NOTE:**  
The "New Material Offer Requests" query can be used to search for a Material Quote/Offer

# Materials Management Offer

1. Begin at the Material Offer Response screen
2. Complete the required Offer and Production fields which are highlighted in yellow and then click Save

3. Attach a signed legal agreement
  - a. Download the Kohl's Standard Terms & Conditions form
  - b. Print, sign, and upload signed form to your computer
  - c. Click the Attachments tab
  - d. Click "C"
  - e. Click Choose File > Browse for the signed file on your computer
4. Complete all required fields and then click Save
5. Click More Actions > Submit Offer
  - a. If you are not able to meet the requirements of the material offer, Click More Actions > Decline Response
6. Notice that the Offer Status is listed as "Offered" or "Declined"
7. Next, Kohl's will status Material Quote offers to either "commit" or "rejected"
8. Then, the Mill/Supplier receives an email alert with the commitment to the Material Quote Offer

**NOTE:**  
The legal agreement is included in the Materials Quote from either the Product Team or the Materials Management Team



**NOTE:**  
Forecast status is a legally binding agreement between Kohl's and the Supplier/Mill designated on the forecast. Forecasting and Liability can be reviewed by using the Dashboard queries

# Material Management Queries

## New Material Offer Requests

Use this query to respond to material offers

## Pending Response from Kohl's

Use this query to respond to see submitted offers that Kohl's has not forecasted to yet

## Material Forecasts

Use this query to review forecasted material

## Confirm Materials Order Date

Use this query to mass update the date that the Material Order(s) were placed

## Search MQ Offers-Supplier

Use this query to search / find Material Quotes / Offers

## Material Liability-Supplier

Use this query to view final utilization date, liability type, liability cost and the open cost across multiple forecasts

## Consumption Analysis-Vendor

Use this query to show materials consumed against a forecast

