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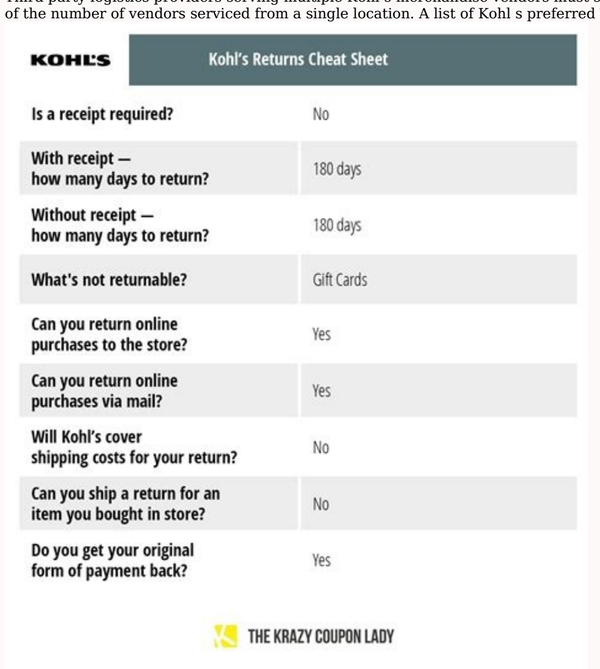
Kohls routing guide 2019

1 This document contains the business requirements for routing and shipping merchandise purchase orders to the distribution network. Page 12 Table of Contents Routing Request Requirements Page TMS Transplace Routing Tool.3 Third Party Providers to Kohl s Vendors Routing Accumulation.3 Cube Calculation 3 Routing Timing Requirements. 4-5 Late Routing 4-5 Routing Communication from Kohl s TMS Transplace Issue Resolution..5 TMS Transplace Update Information 5 Carrier Contact to Kohl s Vendors Mode Definitions and contact policies. 6 Shipment Requirements General Requirements..7 Complete Shipments.7 Packing of Trailers.7 Kohl s Distribution Center Consolidation Process....7 Trailer loading methods by mode...8 Trailer Sealing 8 Vendor Carrier Offsets..8 Passage of Title. 8 Customs Trade Partnership Against Terrorism....9 Shipment Documentation Bill of Lading Requirements Bill of Lading Information...10 Master and Individual Bill of Lading Information...11 ASN BOL Number Requirement 11 Merchandise Hazardous Material 11 Specialized Routing Programs Air & Expedited Authorization...12 Backhaul Shipments...12 Commercial Zone Collect Pick Up Program..12 Commercial Zone Multi-Stop Shipments 12 Commercial Zone Back-haul Shipments.12 Commercial Zone Providers..13 Direct to Store Shipments..13 Extended Service Area Pick Up 13 Jewelry Routing 13 Multi-Stop Shipments..13 Shipment Overflow-Multi Stops. 14 Multiple Trailer Shipments..15 New Store Shipments..15 Shipments: Launches, Seasonal Set, In-Aisle Routing...15 Prepaid Shipment Requirements General Requirements.16 Drop Trailer Unload Process...16 Jewelry Shipments 16 Live Unload Appointment Process.17 APPENDIX Preferred Carrier List...19 Consolidation and Third Logistics Providers by Region Bill of Lading Examples and Information Distribution Center Address Formats for BOL Best Practice- Buyer PO Changes Best Practice- ing TMS Transportation FAQs Page 23 Routing Request Requirements TMS Transplace Routing Tool All vendors must submit shipment information using the web-based Transportation Management System (TMS) system known as Transplace located at The TMS requirement applies to all domestic collect or prepaid shipments New Kohl s vendors must complete the TMS Vendor Access Implementation form and Transplace User Request form found in the Forms tab to request a TMS system access ID along with a valid Purchase order number.



For TMS password resets, routing assistance, or questions contact our TMS helpline at TMS@kohls.com Purchase Order Accumulation and Order Synchronization: Kohl s desires all vendors to ship Purchase Orders on the PO Start Ship Date. Kohl s Order Synchronization Purchase Orders will always have a Monday Start Ship Date.
Kohl s standard ship windows are as follows: Monday start ship date, Saturday PO cancel date Vendors should accumulate requests and request routing ONE time prior to the start ship date, Vendors must request routing no more than ONE time per week per Kohl's distribution center. When creating requests, vendors must accumulate purchase orders together by DC ship location to create full trailer loads of 3600 cube. Multiple requests for routing within the same week are subject to a multiple request for routing / failure to consolidate penalties o Note: If pickups are scheduled on the same or consecutive days from the same origin to the same destination, you must notify TMS@kohls.com of this issue Purchase orders with synchronized ship windows must be routed simultaneously to minimize the number of shipments per Kohl s Distribution Center locations All shipments submitted to TMS must be scheduled at a trailer load level (3,600 cube / 45,000 lbs) or less Third Party Logistics Providers to Kohl s Vendors Routing Accumulation: Third party logistics providers serving multiple Kohl s merchandise vendors must synchronize pick up of multiple Kohl s vendors at the same time Coordinating the shipments of multiple vendors allows Kohl s to build volume shipments to each Kohl s DC Third Party Logistics Providers should only have one pick up per week per Kohl s DC, regardless of the number of vendors serviced from a single location. A list of Kohl s preferred Third Party Logistics providers is located in the Appendix of this document Cube Calculation Guidelines Kohl s TMS program uses weight and cubic feet to choose the mode of transportation for a specific shipment.



It is imperative that the Vendors provide accurate, calculated cubic feet information when requesting routing.
When preparing TMS routing requests calculate the actual cube measurement. In order to accomplish this task, use the following method: For all cartons of the same size (measure by inches), multiply the carton length by carton height by carton width and then by the total number of cartons. Divide by That resulting number is the shipment cube. Cube Calculation Example: Carton size: Length =24, Height= 20, Width= 21 Number of cartons of that size: 75 Calculation: 24 X 20 X 21 X 75 = 756,000 Divide: 756,000 by 1728 = 438 cube Note: This same calculation can be done for different size cartons by adding up the cube figured for each individual carton for a total cube measurement for that shipment. Page 34 Trailer Fill for a 53 Trailer with Approximate Cube Estimates Routing Request Timing: Routing requests should be entered by the Wednesday, with a deadline of Thursday 11:59 PM CST, prior to the Kohl s purchase order start ship date, even when the Earliest Available date is later than the purchase order start ship date The earliest available date in TMS must match the actual shipment ready date or chargebacks may apply if non- compliant. Kohl s prefers that the Earliest Available date coincides with the purchase order start ship date Multiple routing entries within the same ship window may result in charges due to failure to consolidate transportation. For Purchase Orders with standard ship windows(monday start/saturday cancel; any routing entered after 11:59 PM CST on Thursday four days prior to the start ship window is subject to a late routing penalty. Late Routing Requests: Routing requests made during the purchase order ship/cancel window may be routed and picked up after the purchase order cancel date and will be subject to both a late routing penalty and late shipment penalty. The TMS Mode Execution Number (ME#) or TP Load # authorizes shipment pick-up past the cancel date Purchase orders transmitted via EDI to the vendor five days or less from the PO start ship date are not subject to late routing penalties To achieve the goal of shipping Purchase Orders on the start ship date, Kohl s will assess a late routing penalty per the chart below. See the Compliance section of this portal for a fee schedule. Routing Timing and Late Routing Guideline Illustration: PO Start Ship Day PO Cancel Day Monday Saturday 6 Days Per Window Target Routing Day Wednesday (the week prior to PO Start Ship) Last Day to Route with no penalty Thursday by 11:59 PM CST (the week prior to PO Start Ship) Order Type Both standard and replenishment orders Late Routing Period Friday at 12:00 AM CST or in PO ship/cancel window Any shipment routed late may not receive routing for the following week s pickup Page 45 Routing Communication from Kohl s: Vendors who comply with advance routing requests and one time per week routing submission may have routing returned on or before the earliest available date due to load optimization in Transplace. Routing for full truckload, small package and prepaid shipments are typically returned within 24 hours from the routing request in most cases Routing tender communication is found in Transplace and it is the responsibility of the vendor to monitor the TMS system for completed routing instructions. TMS Transplace Issue Resolution: Call the Kohl s TMS Helpline at or TMS@kohls.com to resolve TMS Transplace system issues Kohl s TMS Helpline is open from 8:00 AM to 4:00 PM CST, Monday through Friday Vendors are allowed two free calls or s per month to the Kohl s TMS Helpline Additional calls or s to the Kohl s TMS Helpline will be assessed a fee of $25.00 per call or Calls or s due to issues caused by Kohl s system or carrier failures are accepted free of charge on an unlimited basis TMS Transplace Vendor Ship Point and Access Updates Complete the TMS Revision Form (found in the transportation tab of K-Link) to communicate changes to ship points, changes to contact information, or new divisions Revision requests must be provided to Kohl s fifteen business days prior to the purchase order start ship date Page 56 Carrier Contact to Kohl s Vendors Truckload, Multi-Stop or Consolidation Modes: Kohl s assigned carrier will contact the vendor to schedule a pick-up The carrier will contact the vendor within 36 hours of the tender accept mode in External Shipment Monitoring in Transplace If the carrier fails to contact the vendor, it is then the vendor s responsibility to contact the carrier Carrier contact information is located at External Shipment Monitoring in Transplace Carriers may pick up the shipment any time between the Earliest Available Date and the Latest Available Date entered into TMS by the vendor LTL or Small Package Modes: Vendor must contact the carrier located at External Shipment Monitoring in Transplace within 24 hours of receiving routing instructions The TMS Mode Execution Number (ME#) or TP Load # must be provided to the carrier Do not insure small package shipments (UPS, RPS, etc.), unless instructed to do so in writing by the Kohl s Transportation department.



Parcel Billing requirements o UPS: ME / TP load number or authorization # in 1st Reference field, PO number in 2nd reference field o Fed Ex: ME / TP load number in Customer Reference field, PO number in PO field Vendors who utilize UPS small package mode are subject to an audit fee. The charges associated are pass-through fees for incorrect information listed on a UPS label. Vendors may be charged for the following items: o Dimensional Weight Adjustments o Weight Adjustments o Additional Handling Charges o UPS SurePost Non-Machinable Charge o Large Package Surcharges o Over Maximum Charges Size, Weight, Length, and SurePost Over Maximum Weight Backhaul Mode: Backhaul pick-ups are coordinated by Kohl s Centralized Outbound Transportation (COT) Vendor must contact Kohl s Centralized Outbound Transportation (COT) within 24 hours of the tender accept mode in External Shipment Monitoring in Transplace to arrange a pickup appointment. Kohl s Centralized Outbound Transportation (COT) contact information is located at External Shipment Monitoring in Transplace Accessorial Charges (All Modes): Kohl s will not pay accessorial charges incurred with the loading or pick up of any shipment Accessorial charges include but are not limited to wait time, load & count charges, and canceled pick-up charges This includes but is not limited to Kohl s preferred carriers Carrier Issue Resolution: Contact the Kohl s preferred carrier or call the TMS Helpline at See Kohl s Preferred Carrier List in the Appendix of this document Page 67 Shipment Requirements General Requirements: All documentation exchanged with Kohl s must be in the English language Vendors must have Internet access at each shipping location and must utilize Kohl s TMS system. Collect shipments must be shipped using the carrier assigned by TMS. Notwithstanding any term in the purchase order, the vendor shall be liable for merchandise lost or damaged in transit if a carrier is used other than the carrier specified by TMS or by Kohl s Transportation department. Failure to comply with Kohl s TMS routing instructions in full will result in a vendor chargeback for the full cost of transportation plus any applicable handling costs. Complete Shipments Purchase orders must be shipped complete unless approved in writing by Kohl s Buying Division. Any backorder of merchandise that is not specifically approved in writing must be shipped FOB destination freight prepaid. Packing of Trailers Load trailers in purchase order sequence Pack one purchase order completely before loading the next purchase order Load in purchase order line sequence when possible Shipment loading for all domestic shipments is the responsibility of the vendor - if a driver is required to load or count a shipment, all related charges from the carrier plus a handling charge will be assessed to the vendor Vendors have two hours of loading time penalty free. Any additional time needed to load will be charged back to vendor at the cost of detention plus any applicable fees. Kohl s Distribution Center Consolidation Process To improve the efficiency of the consolidation process at the Kohl s Distribution Centers, it is required that all vendors who receive routing going to a Kohl s Distribution Center Consolidation point to nose load any freight for that specific DC destination. Trailers going into consolidation must be loaded by DC and POs must remain intact by DC. DC Consolidation Load Example: DC PO # (Nose of the trailer) DC (Middle of the trailer) DC (Rear of the trailer) DC Page 78 Trailer load methods by shipment mode: Mode Single Stop, Truck-load/Intermodal Multi-Stop Truck-load/Intermodal Less than Truck-Load (LTL) Backhaul Prepaid Consolidation Load Method Floor load Floor load and brace with cardboard or load bars, always load high and tight Palletize Floor load unless palletized loading is approved by Kohl s Centralized Outbound Transportation (COT) Palletize when live trailer unload is required, floor load if dropping trailer at Kohl s facility a. Multiple Kohl s facilities are routed to a consolidation point from a single vendor ship location b. Merchandise must be segregated and loaded by Kohl s facility location c. Contact your local consolidation carrier or loading options. Trailer Sealing Requirements All shipment types except LTL and small package must be sealed by the vendor A numeric seal must be applied to the pick-up trailer by the vendor at shipment release Vendors picked up after the first vendor on a multi-stop trailer must remove the prior vendor s seal and reapply a new seal at shipment release Vendor Carrier Offsets Passage of Title: Kohl s vendors may not issue any transportation-related offsets to Kohl s carriers for failures within the supply chain process We shall have no obligation to unpack or inspect the Merchandise prior to resale thereof You shall be responsible for the consequences of negligent manufacturing and packing and for the consequences of negligent handling prior to the point when we assume ownership of the Merchandise Payment of freight charges shall not determine passage of title or which party bears the risk of loss while Merchandise is in transit Until we have inspected the Merchandise shipped under our Purchase Order and accepted it as being in conformity with our Purchase Order and all representations and warranties made by you with respect to such Merchandise, your delivery obligation shall not be deemed complete, nor shall title pass to us, notwithstanding that you were instructed to route the Merchandise to a consolidation facility prior to delivery to our receiving location Risk of loss and damage to Merchandise shall pass from you to us only upon our receipt, inspection and acceptance of the Merchandise at our designated receiving facility or store location, regardless of which party pays the transportation costs Note: the above passage of title language is also found in Kohl s PO Terms and Conditions Page 89 Customs-Trade Partnership Against Terrorism As a participant in the Customs-Trade Partnership Against Terrorism (C-TPAT) program, Kohl s is committed to strengthening overall supply chain security Kohl s expects its supply chain business partners to share our commitment to supply chain security You hereby expressly agree to the following: To provide all requested assistance necessary to fulfill Kohl s C-TPAT commitments and obligations To comply with any and all current or future laws, regulations, rules, industry guidelines or recognized best practices relating to supply chain security and anti-terrorism You agree to follow any relevant requirements, guidelines or instructions set out by the U.S. Customs and Border Protection Merchandise Purchase Order Terms and Conditions (These requirements include, but are not limited to, having a written security procedure plan in place that addresses physical security, access controls, procedural security, personnel security, education and training awareness and threat awareness As of January 1, 2014 there will be new requirements for driver identification in order to enter the secured yards at each of our facilities. For more information, please refer to the documentation on the Global Trade Compliance section of K-link Page 910 Shipment Documentation Bill of Lading (BOL) Requirements 1. Vendors must use the Voluntary Inter-Industry Commerce Standards (VICS), now GS1 Standard Bill of Lading (BOL) 2. The VICS (now GS1) bill of lading guideline and format can be accessed at: 3. Upon request, vendors must provide a copy of the Bill of Lading (BOL) to Kohl s via or fax 4. Purchase orders shipped the same day to one Kohl s DC location from a single vendor ship point must be released to the carrier as one shipment with one Bill of Lading 5. The single BOL requirement applies regardless of a carrier failure to pick up on the previous day 6. Shipments to each Kohl s DC must have a separate BOL with a unique vendor-issued BOL Number (Shipper s Number) 7. BOLs must have the following information completed by the driver at the time of loading in order to dispute compliance accessorial chargebacks: appointment time time in time out additional driver signature acknowledging times notated See VICS Bill of Lading in the Appendix of this document on pages See Distribution Center Addresses for Bills of Lading in the Appendix of this document on page 20 Bill of Lading (BOL) Information (For Shipments NOT Routed through Consolidator): 1. Vendor name as it appears on the original Kohl s purchase order must be referenced on the Bill of Lading in care of the actual shipper Vendor name example: National Garment Company c/o John s Local Garment Distributor 2. Kohl s TMS Mode Execution Number (ME#) or TP Load # Include the TMS Mode Execution Number (ME#) or TP Load # in the CID # field If there is no CID # field on the Bill of Lading, list and identify the ME or TP load number on the BOL 3. Date and time of pick-up, carrier and trailer number 4. Truckload shipment BOLs must indicate the pick-up appointment time (if applicable), driver arrival time and loading finish time followed by the shipper and driver signature and date 5. Declared value In the event of loss or damage, vendor failure to list the declared value on the BOL will result in an immediate chargeback to the vendor of the difference between the carrier s release value and the cost of the shipment, as well as a chargeback for all related freight costs Page 1011 Master and Individual Bill of Lading (BOL) Information (For Shipments Routed through Consolidator): Shipments routed to our consolidation providers must be tendered with a master Bill of Lading along with individual Bill(s) of Lading for each Kohl s Distribution Center See the Standards tab of for examples of master and individual BOLs Master Bill of Lading guidelines: 1. The Master Bill of Lading is consigned to the consolidation address, regardless of the number of Kohl s Distribution Centers routed through the consolidation provider 2. Shipments for multiple Kohl s Distribution Centers made on the same day to the same consolidator must be combined on a single Master Bill of Lading, and must be given to the driver as a single shipment 3. Master Bills of Lading should be issued a single PRO number for the entire freight movement 4. Individual Sub-Bills of Lading must not have a PRO number assigned, in order to avoid being viewed as separate shipments See Master and Sub Bills of Lading in the Appendix of this document on pages See Kohl s Domestic Consolidation Providers and Preferred Third Party Logistics provider in the Appendix of this document on page 20 ASN BOL Number Requirement ASN 856 transmissions must include the Bill of Lading number and the SCAC in their respective fields. Product of Hazardous Material (Hazmat) It is the responsibility of the shipper/vendor to identify product that is deemed hazardous material and to properly notify Kohl s Transportation by the steps indicated below Hazardous Material Definitions: Code of Federal Regulations, Title 49, Transportation, Parts o o HAZARDOUS MATERIAL - A substance or material, including a hazardous substance, which has been determined by the Secretary of the Department of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. (See 49 CFR 171.8) MULTIPLE HAZARDS - A material meeting the definition of more than one hazard class and must be classed according to its position on the list in 49 CFR 173.2(a). It is the responsibility of the shipper/vendor to identify the material and provide information on the required transportation information via the Safety Data Sheets to the TMS Helpline after submitting routing request in TMS Vendors are required to identify hazmat freight by selecting the Hazmat indicator when submitting routing request in TMS Vendors who fail to properly identify hazmat freight when submitting routing request in TMS are subject to chargebacks Vendors who incorrectly flag freight in TMS as hazmat when freight is not hazardous are subject to chargebacks For more information on Kohl's policy surrounding Hazmat, please review the Supply Chain Hazardous Materials Policy for Merchandise Vendors and supporting 3E forms and migration to UL-WERCSmart on the Transportation tab of K-link Page 1112 Specialized Routing Programs Air & Expedited Shipment Authorizations Air shipments and expedited shipments must be pre-approved in writing by the Kohl s Transportation department The Air/Expedited Shipment Authorization Form is found in the forms tab of this portal the completed form to the requesting Kohl s Buyer to receive an Authorization Number Requests will be processed Monday through Friday between 7:30 AM and 3:00 PM CST For collect shipments, the Authorization Number must be shown on all shipping documents For collect shipments being sent via Fed Ex, please follow the steps below: 1.
Go to the Fed Ex website 2. Log in under your Vendor name 3. Click on the Ship tab 4. Click on the down arrow in the Service Type field, located on the right side of the page, under Package and Shipment details choose Fed Ex Ground 5. Click on the down arrow in the Bill shipment to field, located on the left side of the page, under Billing Details 6. Choose Collect (Ground only) Backhaul Shipments Backhaul shipment definition: a shipment that uses the return trailer from a Kohl s store to pick up merchandise at a vendor; some backhauls may also be multi-stop shipments Accurate shipment cube and weight entry in TMS is critical for this shipment mode Disruption to a backhaul pick up for any reason will result in a vendor chargeback for the full cost of transportation of the entire shipment Backhaul disruption includes, but is not limited to, cube miscalculation, over-shipping, poor loading, or loading delays Standard Bill of Lading requirements apply to backhaul shipments Commercial Zone Collect Pickup Program For certain consolidation points assigned by TMS (California, New York and New Jersey), pick-up costs will be charged back to the vendor, regardless of shipment destination Commercial zone costs are assessed to the vendor through a remittance deduction and will not be waived. This is Kohl s business requirement. Kohl s collect program charges will appear individually on the Accounts Payable Memorandum for each shipment against a purchase order Commercial Zone consolidation providers are on the top of the next page.
Commercial Zone Multi-Stop Shipments Kohl s routing department may combine shipments from multiple vendors within the Los Angeles, New York and New Jersey commercial zones to create full truckload shipments shipping direct to the Kohl s Distribution Center Commercial zone multi-stops are dependent upon volume, shipment dates and locations Vendors will receive a separate debit memorandum from Kohl s stating Multi-Stop/Commercial Zone Routing Fee in lieu of the standard pick-up charges from the consolidator The commercial zone fee offsets costs of out of route miles, stop-off charges and labor incurred to conduct commercial zone multi-stops.
Commercial Zone Backhaul Shipments Kohl s routing department may combine shipments from multiple vendors or ship vendors alone within the Los Angeles, New York, and New Jersey commercial zones to create full truckload shipments shipping direct to the Kohl s Distribution Center Commercial Zone backhauls are dependent upon volume, shipment dates and locations. Vendors will receive a separate debit memorandum from Kohl s stating Backhaul/ Commercial Zone Routing Fee in lieu of the standard pick-up charges from the consolidator. This is a business requirement and will not be waived.
The commercial zone fee offsets costs of out of route miles, stop-off charges and labor incurred to conduct commercial zone backhauls Page 1213 Commercial Zone Defined New York/New Jersey: Los Angeles NY/NJ Zip Codes for Collect Program Charges: , , , CA Zip Codes for Collect Program Charges: Note: Collect commercial zone charges appear as a deduction on invoice remittance from Kohl s Direct to Store Shipments Direct to store shipments must be pre-approved by the Kohl s Buying Division Vendors must download and complete a Request for Direct to Store Shipment Authorization form the completed form to the requesting Kohl s Buyer approval to receive an Authorization Number Requests will be processed Monday through Friday between 7:30 AM and 3:00 PM CST Vendors are required to transmit EDI 856 ASN s for direct to store shipments Do not schedule direct to store shipments in TMS Kohl s Bill of Lading requirements do apply to direct-to-store shipments Parcel Billing requirements o UPS: ME / TP load number or authorization # in 1st Reference field, PO number in 2nd reference field o Fed Ex: ME / TP load number in Customer Reference field, PO number in PO field Extended Service Area Pick Up For certain remote areas, incremental costs will be charged back to the vendor regardless of mode type. This fee will be passed to vendors as an accessorial violation (TR007) with the following comment Extend Service Area Pick Up This is a Kohl s business requirement and will not be waived. Jewelry Routing: Vendors shipping fashion jewelry, fine jewelry and watches are required to enter routing requests in TMS Routing will be returned within two business days of requesting routing in TMS starting the Thursday prior to the start ship week. Fashion jewelry and watch vendors must follow Kohl s general collect shipment routing requirements Vendors shipping via UPS must list Kohl s PO number in the Package Reference No. Type, Value 1 in the UPS shipment request system Multi-Stop Shipments: Multi-stop shipment definition: a shipment that includes multiple vendors on the same over-the-road truck Accurate shipment cube and weight entry in TMS is critical for this shipment mode Disruption to a multi-stop pick up for any reason will result in a vendor chargeback for the full cost of transportation of the entire shipment Multi-stop disruption includes, but is not limited to, cube miscalculation, over-shipping, poor loading, or loading delays Standard Bill of Lading requirements apply to multi-stop shipments Page 1314 Shipment Overflow: Multi- Stops Kohl's TMS system uses weight and cubic feet to choose the mode of transportation for a specific shipment TMS Routing Parameters: A trailer cubes out at 3,600 cubic feet A trailer weighs out at 45,000 pounds Incorrect cube calculation is the number one reason for overflow issues with Kohl s Multi Stop Loads When encountering an overflow: Please take photographs of the trailer prior to loading your merchandise include the following additional photographs: 1. Photograph of the trailer number 2. Photograph of the previous stop to indicate how full the trailer was and how it was loaded 3. Photograph of a carton from the previous stop 4. Photograph of the end of the trailer from the outside Special Note: **Keep in mind that if the above evidence is not provided then compliance will not review this issue. Contact the TMS Helpline at TMS@kohls.com with the following information: 1. Include the TP Load Number / ME # in the subject line of the 2. Attached all photographs to the body of the 3. Amount of space the previous stop(s) take up on the trailer - ex. ¼ OR ½ trailer 4. Confirm if the previous stop(s) was loaded high and tight and floor loaded 5. Confirm that the trailer is 53 foot 6. Confirm the purchase order number(s) and the distribution center(s) your company has remaining 7. Confirm the cube of the overflow Note: Please load as much of the original shipment as possible, even if it requires splitting a purchase order Special Note: **keep in mind that if the above evidence is not provided compliance will not review the issue** Once the TMS Helpline has received your they will give you a reason code to re-enter your freight into Transplace to receive new routing. Please make sure your PO is not past cancel, if it is you will have to contact your buyer to get an extension on your PO. Note: Please be advised, no matter the reason, Transplace WILL NOT route POs past cancel.
How to re-enter your PO into Transplace: 1. Make sure PO is not past cancel. 2. Get extension from buyer if PO is past cancel. 3. Go into Transplace Order Management System as you normally would to enter your PO to get your release number.
4. Make sure extension is visible in Transplace when you go in to generate release. (The extension will show in the latest pickup date column) *Note... Once the buyer has confirmed that cancel dates have been extended the vendor will need to confirm that the extended dates are visible before POs are re-released.
5. The quantity will be 0 (or it could be a negative number) since your PO has already been routed. You will have to manually enter your quantity in place of the Enter your cubes, weight and other information. 7. Scroll all the way to the right. There will be a drop down men u titled Reason Code, select the one you were given by the TMS Helpline i.e. overflow, overflow multi stop, overflow backhaul etc. 8. In the blank field titled Comment enter the number code you were given by the TMS Helpline i.e OC3524DART. 9. Once you have entered all the information correctly and make sure your PO is not past cancel click on Release Page 1415 Multiple Trailer Shipments Each trailer in a multiple trailer shipment must have a unique Mode Execution Number (ME#) or TP Load #, Bill of Lading, and ASN Individual trailer contents, including Kohl s PO Number(s), respective carton counts and the TMS Mode Execution Number (ME#) or TP Load #, must be included on the BOL New Store Shipments: Purchase orders for new stores are written for specific in-store dates for efficient store set up Vendors are expected to ship on the PO start ship date and to follow all regular routing requirements. New store shipments past the PO cancel date are subject to a penalty and to expedited routing at vendor expense Shipments Launch/Seasonal Set/In-Aisle Program Routing: Merchandise purchased by Kohl s for specific Launch, Seasonal Set, or In-Aisle programs is subject to a controlled routing process outside of Kohl s general routing requirements Kohl s Logistics department will notify the vendor shipping contacts listed in Kohl s TMS when the vendor has purchase orders in Launch, Seasonal Set, or In-Aisle programs Communication will be ed to the vendor detailing the PO number(s) and the key target routing request date This will arrive approximately two weeks prior to the PO start ship date. Vendors will be asked to route these purchase orders separately from regular freight, by a specific due date. Please see chart example on page 7 Kohl s routing team will route set POs together to build segregated shipments to our DCs This routing process allows Kohl s to build pure set trucks for delivery to our stores Failure to comply with the guidelines communicated for each set will be subject to compliance penalties See the 2019 In-Aisle Transportation document in the Transportation area of K-link for specific program launch information and dates. Shipments Launch/Seasonal Set/In-Aisle Program Routing Chart (Effective 2018): Page 1516 Prepaid Shipment Requirements General Requirements The vendor bears all responsibility for prepaid shipments including payment to carrier It is the vendors responsibility to go into TMS (Transplace) and submit routing for all domestic shipments going to any Kohl s Distribution (DC), E-Fulfillment (EFC), and Logistics Fulfillment (LFC) Centers Once the freight is released in TMS, please TMS@kohls.com with all the release numbers which are in PM-REL- ######## format. Send the full Release including PM-REL- in copy/paste format in order to be changed to prepaid. Once the release numbers are changed to prepaid, vendor will receive a confirmation from the TMS Helpline Prepaid shipments will be assigned a SCAC of SPP1 as well a TP load / ME number assignment The SCAC and TP load / ME number can be found in TMS in the External Shipment Monitoring screen Vendors should have the SCAC and TP load / ME number on the Bill-of-Lading (BOL) prior to shipping All prepaid shipments must go directly to Kohl s Distribution (DC), E-Fulfillment (EFC), and Logistics Fulfillment (LFC) Centers. DO NOT SEND PREPAID SHIPMENTS INTO A CONSOLIDATION LOCATION Shipments must be received at all locations no later than four days after the PO Cancel date.
Shipments are subject to chargebacks including but not limited to Late Shipment charges. Review Vendor Compliance Schedule of Charges Chart for a complete list of chargebacks All Kohl s Distribution (DC) and E-Fulfillment (EFC) Centers are C-TPAT compliant. All drivers must show valid government issued ID in order to gain entry into the secured yards. Employee ID badges will not be accepted Refusal to comply will result in failure to gain entry in any/all Kohl s yards. Review C-TPAT information on Page 9 or documentation on the Global Trade Compliance tab in K-Link, C-TPAT Requirements/Forms link Drop Unload Process: Vendors using Kohl s preferred carrier found in the appendix on page 19, must follow the loading types by mode on Page 9 of this document. Shipments using Kohl s preferred carriers will be dropped at all Kohl s Distribution (DC) and E-Fulfillment (EFC) Centers.

Product Category as % Sales	2013	2014	2015	2016	2017
Women's	31%	30%	30%	30%	30%
Men's	19%	20%	20%	20%	20%
Children's	13%	13%	13%	13%	13%
Footwear	9%	9%	9%	9%	9%
Home	18%	18%	18%	19%	19%
Accessories	10%	10%	10%	9%	9%
Total	100%	100%	100%	100%	100%

Shipments delivering to a Logistics Fulfilment Centers (LFC) must be live unloaded pending confirmed appointments Equipment is unloaded in date sequence order. Priority unloading will not be accepted Vendor is required to Bill-of-Lading (BOL), in PDF format, to the following address within 24 hours of shipment departure from origin: COC.BOL@Kohls.com Jewelry Shipments: For all authorized prepaid shipments (Fine Jewelry and Watches), the total number of cartons and the total weight used to calculate the invoiced freight charges must be added to the invoice or Electronic Data Interchange (EDI) invoice transmission. Page 1617 Live Unload Appointment Process: The vendor is solely responsible for informing their non-preferred carrier of Kohl s requirements for Live Unload Appointments. Kohl s Logistics Fulfilment Centers (LFC) 858, 868, 878 and 888 are live unload only facilities and must have a scheduled appointment.



All carriers must make an appointment 24 hours prior to delivery. Any missed appointment will need to be rescheduled to the next available appointment. A live unload appointment is granted at the discretion of Kohl s and should be no more than 10 pallets of stretch wrapped merchandise. Shipments over 10 pallets must be floor loaded and have the trailer dropped at all Kohl s Distribution (DC) and E- Fulfillment (EFC) Centers.
Non-compliant carriers may be subject to refused shipment or vendor/shipper being subject to chargebacks. Review Vendor Compliance Schedule of Charges Chart for a complete list of chargebacks Do not stack freight on pallets higher than 84 inches in height. This will prevent a Kohl s Distribution (DC), E- Fulfillment (EFC), or Logistics Fulfillment Center (LFC) from unloading the trailer using power equipment Vendor must submit the ASN prior to carrier calling for an appointment. The carrier s appointment will not be set up without a usable ASN.
Vendors are required to Bill-of-Lading (BOL), in PDF format within 24 hours of shipment departure from origin to COC@Kohls.com. This address is for live unload appointments only. o When requesting an appointment include the following in the The Kohl s location Date and time the carrier is requesting delivery o Carrier must wait for confirmation and authorization number before delivery The live unload appointment must be made by the carrier by ing COC@Kohls.com (preferred) and/or calling the contacts below. Do not contact Kohl s Distribution (DC), E-Fulfillment (EFC), and Logistics Fulfillment (LFC) Centers directly. All appointments are coordinated by the contacts below Facility # Facility Name Phone Number 806 San Bernardino (EFC): Findlay: Edgewood (EFC): De Soto (EFC): Winchester: Plainfield (EFC): Blue Springs: San Bernardino: Chambersburg (LFC): Corsicana: Mamakating: McDonough (LFC): Monroe (EFC): Macon: Edwardsville (LFC): Dallas (LFC): Patterson: Ottawa: Page 1718 Domestic Routing Requirements APPENDIX Page 1819 Kohl s Preferred Carrier List: Prepaid shippers are strongly encouraged to ship with the following carriers. SCAC Carrier Name Phone Fax National Small Package Carriers FDEN Federal Express Ground UPSN UPS Ground National Less-than-Truckload (LTL) Carriers ABFS ABF Freight Systems UPGF UPS Freight National Truck-load (TL) Carriers ASIV Alliance Shippers x ANSH@KOHLS.COM BCJI BCJ Trucking x BCJI@KOHLS.COM CLGE Celadon x1 N/A CLGE@KOHLS.COM CLLQ Coyote Logistics COYOTE N/A CLLQ@KOHLS.COM CRPS CRST CRPS@KOHLS.COM DART Dart Transit x DART@KOHLS.COM EPES Epes Transport N/A EPES@KOHLS.COM HJBT JB Hunt x HJBT@KOHLS.COM HHWY Hub Group HUBG@KOHLS.COM KNIG Knight Transportation KNIG@KOHLS.COM LRGR Landstar Ranger N/A LRGR@KOHLS.COM NAFT NFI N/A NAFT@KOHLS.COM OSTP Osborn Trucking x 139 N/A OSTP@KOHLS.COM PFYM Performance Team N/A PFYM@KOHLS.COM POHP Pohl x POHL@KOHLS.COM SCNN/SRTS Schneider National x SCNN@KOHLS.COM SOCN Southern Counties SOCN@KOHLS.COM SWFT Swift SWFT@KOHLS.COM TCAM Transport America TCAM@KOHLS.COM USIT USA Truck USIT@KOHLS.COM USXI US Xpress x USXI@KOHLS.COM WENP Werner x WENP@KOHLS.COM National Intermodal (Rail) Carriers ANSH Alliance Shippers x ANSH@KOHLS.COM CNGV Celadon x1 N/A CLGE@KOHLS.COM DRIM Dart Transit x DART@KOHLS.COM HJBI JB Hunt x HJBT@KOHLS.COM HUBG Hub Group HUBG@KOHLS.COM SCDS Schneider National x SCNN@KOHLS.COM SWIF Swift SWFT@KOHLS.COM TCOK Transport America TCAM@KOHLS.COM USMM USA Truck USIT@KOHLS.COM USXR US Xpress x USXI@KOHLS.COM WMMI Werner x WENP@KOHLS.COM Page 1920 Domestic Consolidation Providers and Preferred Third Party Logistics Providers by Region Preferred Third Party Logistics Providers New York/New Jersey Gilbert 1000 Industrial Avenue Keasbey, NJ SCAC: GBEA Contact: Customer Service for Kohl's Account Phone: Fax: Los Angeles Performance Team 8610 South Atlantic Ave South Gate, CA SCAC: GLTN Contact: Customer Service for Kohl's Account Phone: Fax: Los Angeles NYK Logistics 2417 E. Carson Street Long Beach, CA SCAC: NLAI Contact: Customer Service for Kohl's Account Phone: Fax: Miami Performance Team 7101 NW 32 nd Avenue Miami, FL SCAC: GLTM Contact: Customer Service for Kohl's Account Phone: Fax: Dallas/Ft Worth Performance Team 400 Intermodal Parkway Suite 200 Ft. Worth, TX SCAC: GLTD Contact: Customer Service for Kohl's Account Phone: Fax: Savannah Schneider Logistics 248 Grange Road Port Wentworth, GA SCAC: AEPS Contact: Customer Service for Kohl's Account Phone: Fax: Vendors seeking a third party logistics provider may use one of the providers listed above or their own resource. Page 2021 21 P a g e22 Kohl s Bill of Lading Requirements-See numbers on document on previous and next page 1. Ship From (Consignor): Complete Vendor Address for all Shipments 2. Ship To (Consignee): Complete Kohl s Distibution Center address. See Appendix TR-5 Distribution Center Addresses for BOL Documents 3. Kohl s TP Load number must be provided in the CID# field 4. Kohl s Purchase Orders, list individiually. 5. Carton Count, Weight per Purchase Order. 6. Total Carton Count, Total Weight of Shipment 7.
Bill of Lading Number-Unique and Vendor assigned for each shipment 8. List Carrier Name, Trailer Number and Seal Number 9. Carrier SCAC Code-See TR-1 or TR-2 for Kohl s Carrier and Consolidator SCAC Codes 10. Check who is responsible for Freight Payment. This determines who is repsonsible for Freight Bill payment.
11. Merchandise Description including the National Motor Freight Classification (N.M.F.C) item number. See the website: Declared Value of the Shipment 13. Vendor Signature with Date and Time of pick up. Add Appt. Time and Load finish time for truckload shipments. 14. Loading/ Count Method-check appropriate box (Kohl s does not allow Driver Load and Count) 15. Carrier Signature with Date and Time of pick up. 16. Driver Appointnment Time, Arrival Time and Finish Time for truckload shipments. Additional initials required. 22 P a g e23 Supplement to Bill of Lading 23 P a g e24 24 P a g e25 25 P a g e26 Master Bill of Lading Guidelines by Number: (See Example on page 20) 1. Vendor Name and Address 2.
Consignee (Consolidator) Address Here 3. Master Bill of Lading Number Unique to the Master Bill of Lading 4. List Carrier Name, Trailer Number and Seal Number 5. List Carrier SCAC Code and a Single Pro Number for the Master Bill of Lading, do not assign Pro numbers to the Sub Bills of Lading/ Underlying Bills 6. List Underlying/Sub Bill of Lading numbers (One per Kohl s DC) 7. Check Master Bill of Lading Box to indicate this is the Master. 8. Freight terms for Consolidation are always Collect, check Collect box. 9. List the DC Destination Number from Sub / Underlying Bill of Lading and Total Cartons/Weight for the respective DC. 9.1 List the TP Load #s per DC in the Additional Shipper Info Field 10. List the Total Cartons and Total Weight for all Sub Bills of lading here. 11. Vendor must Sign and Date when given to carrier. 12. Load Method must be checked. (Kohl s requires Shipper Load and Count) 13. Carrier must Sign and Date at time of Pick up. Sub/Underlying Bill of Lading Requirements by Number: (See Example on page 21) Key Differences from the Master BOL are highlighted in Red below 1. Vendor Name and Address 2. Kohl s Distribution Center Destination and the Carrier Authorization Number for the DC in CID Field. 3. Sub/Underlying Bill of Lading Number Unique to the Sub Bill of Lading 4. List Carrier Name, Trailer Number and Seal Number 5. List Carrier SCAC Code and DO NOT assign Pro numbers to the Sub Bills of Lading/ Underlying Bills 6. List Master BOL Number Here 7. Freight terms for Consolidation are always Collect, check Collect box. 8. List the PO Number for the DC Shipment, Total PO Cartons/Weight 9. List the Total Cartons / Weight for POs listed on Sub BOL 10. Vendor must Sign and Date when given to carrier. 11. Load Method must be checked. (Kohl s requires Shipper Load and Count) 12. Carrier must Sign and Date at time of Pick up. 26 P a g e27 Distribution Center Address Formats for Bills of Lading (BOL) KOHL S DIST. CENTER County Road 140 FINDLAY, OH KOHL S DIST. CENTER Admiral Byrd Drive WINCHESTER, VA KOHL S DIST. CENTER NE Jefferson Street GRAIN VALLEY, MO KOHL S DIST. CENTER E. Mill Street SAN BERNARDINO, CA KOHL S DIST.
CENTER North Business 45 CORSICANA, TX KOHL S DIST. CENTER State Route 209 WURTSBORO, NY KOHL S DIST. CENTER Airport Road East MACON, GA KOHL S DIST. CENTER Keystone Pacific Parkway PATTERSON, CA KOHL S DIST. CENTER MBL Drive OTTAWA, IL KOHL S FULFILLMENT CENTER Salzman Road MIDDLETOWN, OH KOHL S FULFILLMENT CENTER East Central Avenue SAN BERNARDINO, CA KOHL S FULFILLMENT CENTER Trimble Avenue EDGEWOOD, MD KOHL S FULFILLMENT CENTER North I-35 E Desoto, TX KOHL S FULFILLMENT CENTER All Points Parkway Plainfield, IN KOHL S FULFILLMENT CENTER Sheffler Drive CHAMBERSBURG, PA KOHL S FULFILLMENT CENTER King Mill Road MCDONOUGH, GA KOHL S FULFILLMENT CENTER Gateway Commerce Center EDWARDSVILLE, IL KOHL S FULFILLMENT CENTER Pinnacle Point Drive DALLAS, TX P a g e28 Best Practice: What to do when a merchant office makes changes to PO Purpose: Providing a better understanding of how to proceed when a merchant office updates or changes a PO. How to the information to TMS Helpline: Below are some common changes or updates a buyer may make to your purchase order and how you should proceed. 1. Merchant office changes the ship window completely: a. If you have released the PO in Transplace you will need to TMS@KOHLS.COM the release numbers in the following listed format to be cancelled PM-REL i. You have to cancel the releases and re-enter in order for the PO to reflect the new ship window. b. If you have not released the PO yet in Transplace you do not need to do anything. 2. Merchant office cancels the Purchase order completely: a. If you have released the PO in Transplace you will need to TMS@KOHLS.COM the release numbers in the following listed format to be cancelled PM-REL i. You have to cancel the releases so no carriers are assigned and try to pick up the PO. b. If you have not released the PO yet in Transplace you do not need to do anything. 3. Merchant office changes the units they want shipped. a. If you have released the PO in Transplace you will need to TMS@KOHLS.COM the release numbers in the following listed format to be updated: For example: Please update releases PM-REL crtns 220 Cubes 320CF WEIGHT 1,000lbs PM-REL crtns 230 Cubes 340CF WEIGHT 2,000lbs i. You have to update the releases to reflect what you are shipping so the DC s can process correctly. b. If you have not released the PO yet in Transplace you do not need to do anything. 4. Units in Transplace are different than units EDI d a. Contact your merchant office immediately to confirm correct units that need to be shipped. i. If the units do not match the merchant office will need to open a ticket with EOC/IT Dept 28 P a g e29 Best Practice: ing TMS Helpline Purpose: Providing a better understanding of how to TMS Helpline to receive quicker responses How to the information to TMS Helpline: Below are some common s received by TMS Helpline. This TMS tip will provide templates of the necessary information for timelier responses. Updating, Changing, or Canceling Releases Clearly state what needs to be done with the release. 1. To update a release(s), the vendor will need to list the releases in the body of the in copy & paste format a. For example: Please update releases PM-REL crtns 220 Cubes 320CF WEIGHT 1,000lbs PM-REL crtns 230 Cubes 340CF WEIGHT 2,000lbs b. Please be advised that TMS cannot update releases that have been assigned to FDEN (FedEx) c. Please be advised that based on the number of release changes requested and work load volumes the Routing Department may cancel your release(s) and ask that you re-enter (ONLY if you are updating releases) 2. To cancel routing on releases the vendor will need to list them in the body of the in copy & paste format a. For example: Please cancel the following releases PM-REL PM-REL To have a release(s) added to a load that are currently assigned, make sure to list the load number and releases numbers that will need to be added in the body of the in copy & paste format. (TMS cannot combine releases together after they have been entered into Transplace unless they have been assigned a load number) a.
For example: Please add releases to load PM-REL PM-REL To have releases changed to PREPAID they have to be entered into Transplace. Then TMS Helpline the releases listed in copy & paste format. a. For Example: Please change the following releases to Prepaid PM-REL PM-REL Carrier Rescheduling Past Cancel If a carrier is rescheduling past the PO ship/cancel window, the vendor will need to provide an to TMS@kohls.com from the carrier stating the incident occurred. This needs to be forwarded to TMS@kohls.com as TMS Helpline cannot open attachments. Please also provide the name of the Vendor and PO number(s) that are shipping past cancel. Consecutive shipments When the vendor has 2 loads shipping in the same ship week going to the same destination i.e. same DC, please follow these guidelines. 1. If a carrier rescheduled a load into the next week: Please TMS Helpline the load number of your current week load that will be shipping consecutively with last week s load, include the of the other load being rescheduled past cancel by carrier.
(DO NOT attach from carrier we CANNOT open attachments. Always forward the carrier s) 2. If you have 2 loads because the information was not entered into Transplace correctly. Please list the load numbers that the vendor would like to have combined and TMS Helpline can request that Kohl s routing department combine the loads. (If you are not sure how to enter PO s together please follow instructions on Kohl s connection: Transplace: TMS Best Practices and Requirements: Combining Releases 3. If you have a load going to i.e. DC 810 and XDOCK DC 810 please TMS@kohls.com and ask if the loads can be combined. 29 P a g e Kohl’s utilizes a large variety of goods and services to open, maintain and service each of our locations. Learn about the qualifications to become a supplier, our supplier diversity initiative and our commitment to advancing environmental solutions. If you're a prospective partner you now have the ability to register online. Find out more about qualifications to become a supplier for Kohl’s.
Learn More At Kohl’s we are committed to a fair and equitable workplace where everyone is respected as a valued member of the team. This extends to our suppliers as well as our Associates. Learn More Kohl's considers environmental factors in the aspects and decisions of spend management throughout the sourcing, procurement and life cycle of each product or service acquired by Kohl's, Inc. Learn More Kohl's Suppliers engaged to transact business with Kohl's will be required to sign legally binding agreement(s) with Kohl's, Inc. It is important for suppliers to make sure they understand all terms and conditions contained in those agreements prior to executing. Learn More