

Veritiv Ordering guide

Resource

LOG IN

1. Activate the site by linking to orderline.xpedx.com via your KNet/Store Systems site. Or copy and paste in the URL: <https://orderline.xpedx.com>
2. Enter your **USER NAME**
3. Enter your **PASSWORD**
4. Select **LOGIN**

Welcome to **Orderline**
Your direct link to the inventory you need


User Name:


Password:

[Forgot your password?](#)

Login

Remember me on this computer



 **Veritiv**

Contact Support:
ebusiness@veritivcorp.com
1-877-269-1784 (United States)
(31) 24 37 22 380 (Europe)

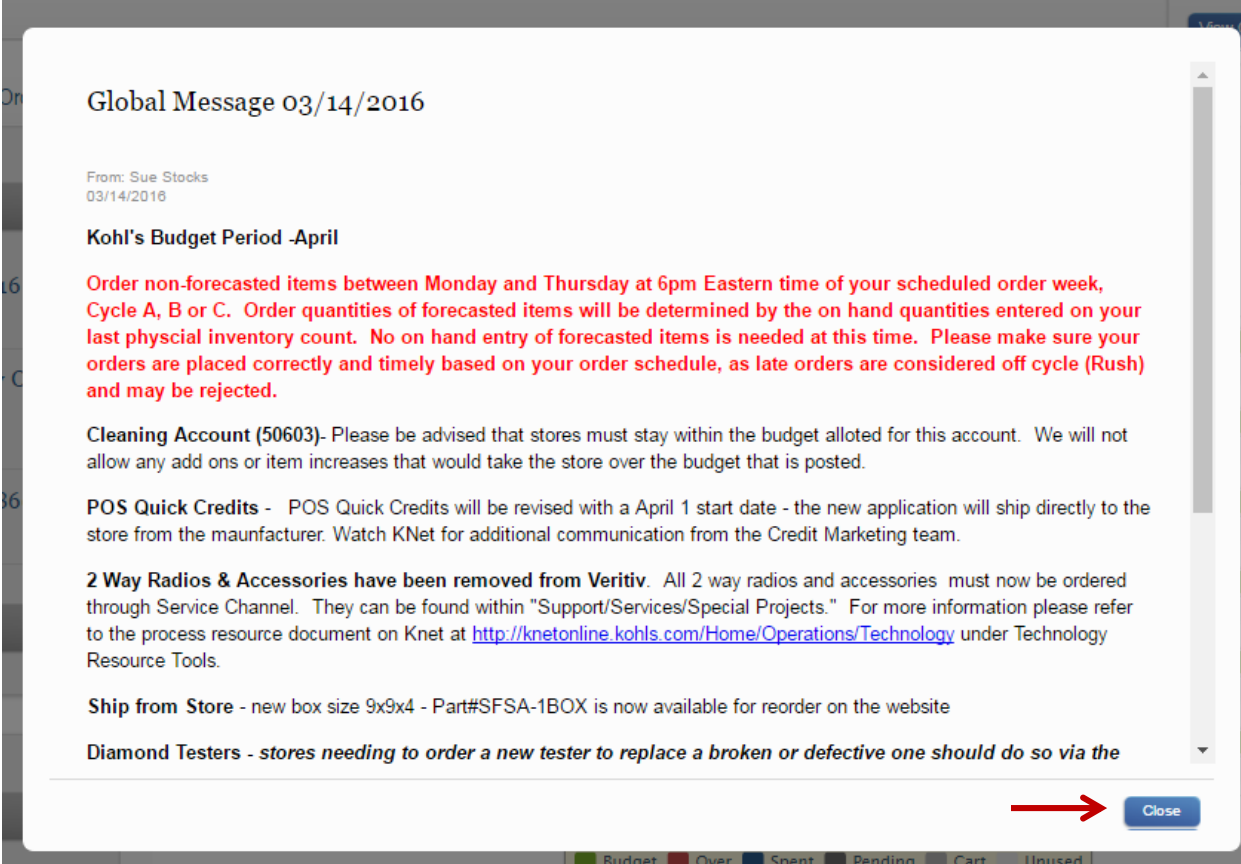
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Global Message

The Global message will appear when you first log in. Please read thoroughly, as it contains important information about the order cycle. It will advise any items that have been added or deleted and other time sensitive information.

Click on Close to go to the Dashboard (homepage) screen.



Global Message 03/14/2016

From: Sue Stocks
03/14/2016

Kohl's Budget Period -April

Order non-forecasted items between Monday and Thursday at 6pm Eastern time of your scheduled order week, Cycle A, B or C. Order quantities of forecasted items will be determined by the on hand quantities entered on your last physical inventory count. No on hand entry of forecasted items is needed at this time. Please make sure your orders are placed correctly and timely based on your order schedule, as late orders are considered off cycle (Rush) and may be rejected.

Cleaning Account (50603)- Please be advised that stores must stay within the budget allotted for this account. We will not allow any add ons or item increases that would take the store over the budget that is posted.

POS Quick Credits - POS Quick Credits will be revised with a April 1 start date - the new application will ship directly to the store from the manufacturer. Watch KNet for additional communication from the Credit Marketing team.

2 Way Radios & Accessories have been removed from Veritiv. All 2 way radios and accessories must now be ordered through Service Channel. They can be found within "Support/Services/Special Projects." For more information please refer to the process resource document on Knet at <http://knetonline.kohls.com/Home/Operations/Technology> under Technology Resource Tools.

Ship from Store - new box size 9x9x4 - Part#SFSA-1BOX is now available for reorder on the website

Diamond Testers - stores needing to order a new tester to replace a broken or defective one should do so via the

Close

Budget Over Spent Pending Cart Unused

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Dashboard (homepage)

The screenshot shows the Veritiv Ordering Dashboard. At the top left is the KOHL'S logo with the tagline 'expect great things'. Below it are tabs for 'Shopping' and 'Reporting'. In the top right, there are links for 'Kohl's #0007 (Logout)', 'My Profile', and 'Contact Us'. A 'Location' dropdown menu is set to 'KOHLS #0007 Cycle B Roseville, MI 48066'. A 'Scheduled Cart Release' date and time is shown as '06/23/2016 19:00'. A 'Scheduled Cart (18)' with a value of '\$0.00' is displayed. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'MESSAGES' section with three messages, an 'ORDER NUMBER' search field, and a 'PRODUCT SEARCH' field. The main panel displays a 'KOHL'S #0007 Budget (06/12/2016 - 07/09/2016)' table with a legend for Budget, Over, Spent, Pending, Cart, and Unused. The table lists various categories and their budget amounts.

Category	Budget	Over	Spent	Pending	Cart	Unused
Cleaning - 50603	\$140.00					
Cosmetics - 50926	\$34.06					
Display - 50602	\$152.69					
Fixture Parts - 50622	\$72.19					
Forms - 50607	\$291.64					
Non-Selling - 50609	\$92.30					

1. Messages – Displays Ordering calendars, Global message, Vendor and product info. Click on the greyed circle to move to more pages of the messages tab.
2. Order Number – you can type in a previous order number to review that order.
3. Product Search – You can search for an item, using the part number or brief description.
4. Displays the budget for the current ordering period.
5. Store info & ordering cycle.
6. Displays the ordering cart info – Physical Inventory Cart, Scheduled Cart, or Shopping Cart.
7. Also advises of the cart Release date and time.
8. Contact Us, displays Veritiv's customer service phone number and the ability to send them an email from this screen.

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Dashboard – Products screen

Click on the Products tab to see the categories of products available to order.

Click on the category to bring up the items in that category.

KOHL'S
expect great things

Kohl's #0007 (Logout) | My Profile | Contact Us
Scheduled Cart Release: 08/23/2016 19:00

Location
KOHL'S #0007
Cycle B
Roseville, MI 48066
Scheduled Cart (18) \$0.00

Shopping Reporting

Dashboard Products Orders






Product Catalog

PRODUCT SEARCH

Cleaning - 50603

Clear Qty Add to Scheduled Cart

Cleaning - 50603 > Chemicals

	Qty	UOM	SKU	Product Name	Pack	Size	Color	Price	Max Qty
	<input type="text"/>	CT	CLN920005R	Bactericide Liquid/Stench & Stain, More...	6/Ctn	N/A	N/A	\$82.30	1
	<input type="text"/>	CT	CLN920034R	Carpet Prespray-RTD, More...	2/Ctn	N/A	N/A	\$51.02	
	<input type="text"/>	CT	CLN920047	Descaler/Sum Dilac-Limescale Remover, More...	12/Ct	N/A	N/A	\$24.92	1
	<input type="text"/>	Carton	CLN920037	Disinfectant, Bowl Cleaner RTU Crew Neutral NA	12/CTN	N/A	Blue	\$22.51	2
	<input type="text"/>	Carton	CLN920038	Disinfectant, RTU Oxyvir TB Spray	12/CTN	N/A	Translucent	\$29.20	1

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Dashboard – Orders tab

You will be able to see past orders and search using the filters on the left hand side of the screen.

KOHL'S
expect great things

Kohl's #0007 (Logout) | My Profile | Contact Us
Scheduled Cart Release: 06/23/2016 19:00

Location
KOHL'S #0007
Cycle B
Roseville, MI 48066
Scheduled Cart (18) \$0.00

Shopping Reporting

Dashboard Products **Orders**

ORDER NUMBER

SEARCH

FILTERS

Location
Current Location

Order Status
All

Date Range
Past 30 Days

PO #

Filter

All Orders Viewing 3 Order(s)

Order #	PO #	Ordered	Status	Location	Placed By	Order Total
2987601		05/27/2016	Ordered	KOHL'S #0007 Cycle B Roseville, MI 48066	Veritiv Kohl's	\$188.02
2987602		06/08/2016	Pending Approval	KOHL'S #0007 Cycle B Roseville, MI 48066	Kohl's #0007	\$233.32
2987603		06/08/2016	Ordered	KOHL'S #0007 Cycle B Roseville, MI 48066	Kohl's #0007	\$20.84

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Ordering Calendar:

- Can be found on KNet and on Veritiv's website. They are posted every 6 months for Spring and Fall.

Path for KNet:

KNet > Operations > Supplies/Services > Distributor Veritiv (xpedx) > click on your cycle week.

- If you do not know your cycle week, follow above path and then click on the Master Store List. This lists all the stores and what order cycle they fall under.

Path for Veritiv - Orderline

Orderline site > News Section > Ordering Calendar > Click on your order week.

KOHL'S

2016 Veritiv Supply Order Calendar - Spring - Cycle A

Week	February 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	31	1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5							


Week	March 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	28	29	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2

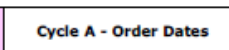



Week	April 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5							

Week	May 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5							

Week	June 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	1	2

Week	July 2016						
	Sun	Mon	Tue	Wed	In Store by Thu	Fri	Sat
1	3	4	5	6	7	8	9
2	10	11	12	13	14	15	16
3	17	18	19	20	21	22	23
4	24	25	26	27	28	29	30
5							

 Order cycle cutoff date. Orders must be received by 6pm EST on this date.

	Cycle A - Order Dates		Physical Inventory Entry Dates
	Cycle A - Delivery Dates		Holiday - Veritiv closed

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Dates in Yellow with Diamond Shape – indicate Physical Inventory. In the upper right hand corner of the screen it will show; Physical Inventory Cart, if you see something else listed. You are in too early or too late.

Dates in Pink – indicate when you can place your order for non-forecast items. (ex: cleaning, fixtures, tickets, etc.)



Dates in Pink with a Circle Shape – indicate when the order is “swept” picked up by Veritiv systems. Cut off is 6pm Eastern, 5pm Central, 4pm Mountain and 3pm Pacific.

Dates in Blue – indicate when your order should arrive in store. Orders are to deliver by the following Thursday.

Dates in Green – indicate when Veritiv is closed.

Colors do change from Spring to Fall. Review the legend at the bottom of the calendar.

Physical Inventory:

1. Every quarter each store will conduct a Physical Inventory on “Forecast” items. These are items that contain “Forecast” in the description. (Ex: Merchandise bags, receipt tape, toilet paper, paper towels, etc.)
2. The day is indicated on the Ordering Calendar in Yellow with a diamond shape around the date. You only have this Monday to enter the on hands into the system, by 6 pm **Eastern**. Please, be mindful of your time zone. Have a backup person in place in case of emergencies.
 - Eastern – 6 pm
 - Central – 5 pm
 - Mountain – 4 pm
 - Pacific – 3 pm
3. You can print off a cheat sheet of the items listed in the Physical inventory cart.
 - Click on  in the upper right hand corner of screen.
 - Click on  on the right hand side of the screen.
 - A PDF version of the physical inventory cart will pop up for you to print.
 - Print a new sheet each quarter, as there are items added and deleted periodically.
4. Only count the full, unopened cases in back stock. If a box is open, count it as “0”.
5. If you are not conducting the count, advise the person who is that they only need to count the case and not each item within the case. Some items have multiples within a case. (Ex: toilet paper. Each case contains 12 rolls, do not count each roll and enter the # into the system. This will throw off the counts and will prevent your store from receiving this item on the next 3 orders.)

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- Once you have all the #'s of full, unopened cases, click on **Physical Inventory (18)** in the upper right hand corner of the screen.
- Enter the #, in the box provided next to the item.

Physical Inventory **Update**

[Export Physical Count Sheet](#) [Print Physical Count Sheet](#)

Forms - 50607 > Paper Forms - 50607

On Hand	UOM	Product Name	SKU	Pack	Size
<input type="text" value="1"/>	Carton	Forecasted Item, White Ad Set Paper 5.5x7	FRM621003WSP	5000/CTN	N/A

Forms - 50607 > Receipt Tape Forms - 50607

On Hand	UOM	Product Name	SKU	Pack	Size
<input type="text" value="0"/>	Ctn	FORECASTED ITEM - Thermal Receipt Tape Revision 5-14	FRM603164R4	50/Ctn	N/A

Restroom - 50604 > Janitorial Supplies Restroom - 50604

On Hand	UOM	Product Name	SKU	Pack	Size
<input type="text" value="4"/>	Carton	Forecasted Item, Can Liners, 30"x37"	RES301184	500/CTN	N/A
<input type="text" value="2"/>	Carton	Forecasted Item, Can Liners, 40"x48"	RES301285	250/CTN	N/A

- If you have "0" of an item, make sure to enter "0" into the inventory count.
- Leaving an item blank, will result in the system to think the store did not complete the inventory.
- It is crucial that inventory quantities are entered correctly and carefully as this information will determine your order of forecasted items for the next 3 months.
- If you have too much inventory, **do not** enter in a fake #. (ex: 999)
- Incorrect inventory quantities distort total company financial exposure.
- Click on **Update** button to save your on hands in the system.

How the Physical Inventory works:

- An order for Forecast Items will be generated each month based on the physical inventory entered by the store.
- If your on hand is greater than the forecast for the month, an order will not be sent, see example below.
- To revise on hand counts during non-physical inventory months, email: Supplies@kohls.com with the list of items and the updated on hand during your Scheduled cycle order per the ordering calendar. We can only update the system during this time frame and have until Thursday, 4pm Eastern to update the system.

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For Example Toilet paper:

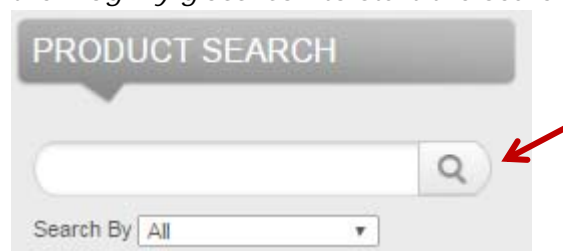
	April	May	June
On hand entered by store/calculated by system usage:	8	4	0
Forecast for the month:	4	4	4
Quantities sent:	0	0	4

Scheduled Order:

1. These are the days in Pink on the ordering calendar. This advises when the store can place an order. Anything outside of these dates, are considered off cycle and will show a [View Cart \(0\)](#) and not a [Scheduled Cart \(18\)](#)
2. Items placed in the [View Cart \(0\)](#) will **NOT** transfer over to the [Scheduled Cart \(18\)](#) that you will see on the dates indicated on the ordering calendar.
3. During Physical Inventory months, you are able to order on Wednesday and Thursday, per the ordering calendar. Cutoff is Thursday 6pm Eastern, be careful of your time zone.
 - Eastern – 6 pm
 - Central – 5 pm
 - Mountain – 4 pm
 - Pacific – 3 pm

How to find and add items to your Scheduled Cart:

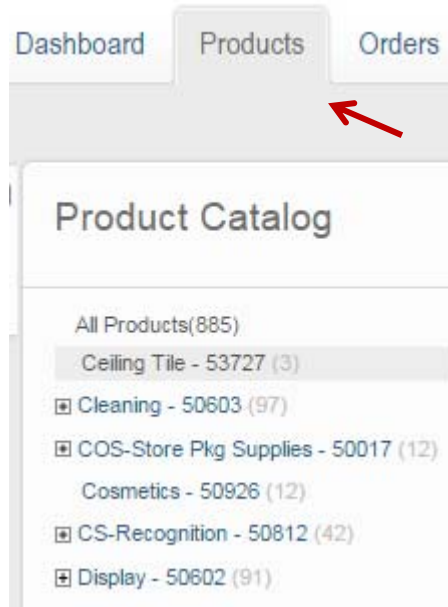
1. You can type in the item # or a brief description in the *Product Search* field, click on the *magnify glass icon* to start the search.



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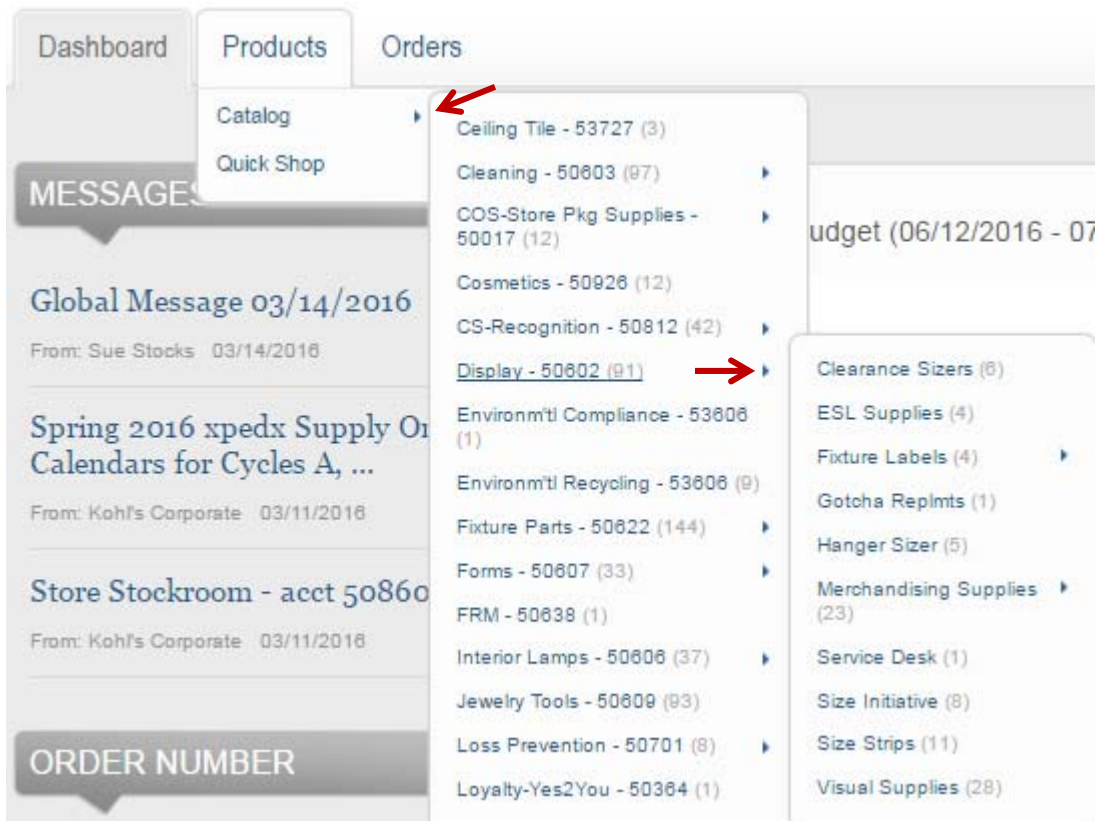
2. You can also click on the *Products Tab* in the upper left hand corner of the screen.
3. This tab will show the catalog list along the left hand side of the screen.



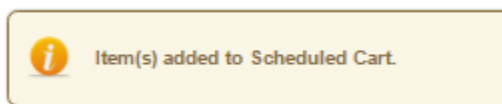
4. Or you can move your cursor over the *Products tab*, in the upper left hand corner. Then move cursor to *Catalog* and the list of categories and sub-categories will show.

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5. If you are having trouble finding items or have questions about items, email: Supplies@kohls.com
6. Once you find the item you are looking for.
7. Enter the quantity you wish to order and click on **Add to Scheduled Cart** button, which is located at the top and bottom of the page. This will add the item to the cart.
8. When it is added you will see this at the top of your screen:



9. All items have a Max Qty, located on the far right of the line item.
10. You can only add that amount to your order. If you enter a # higher than the Max Qty, you will see this error message at the top of your screen:



11. The system will automatically reset the qty to the max.
12. Complete the process until all the necessary items have been added to your cart.

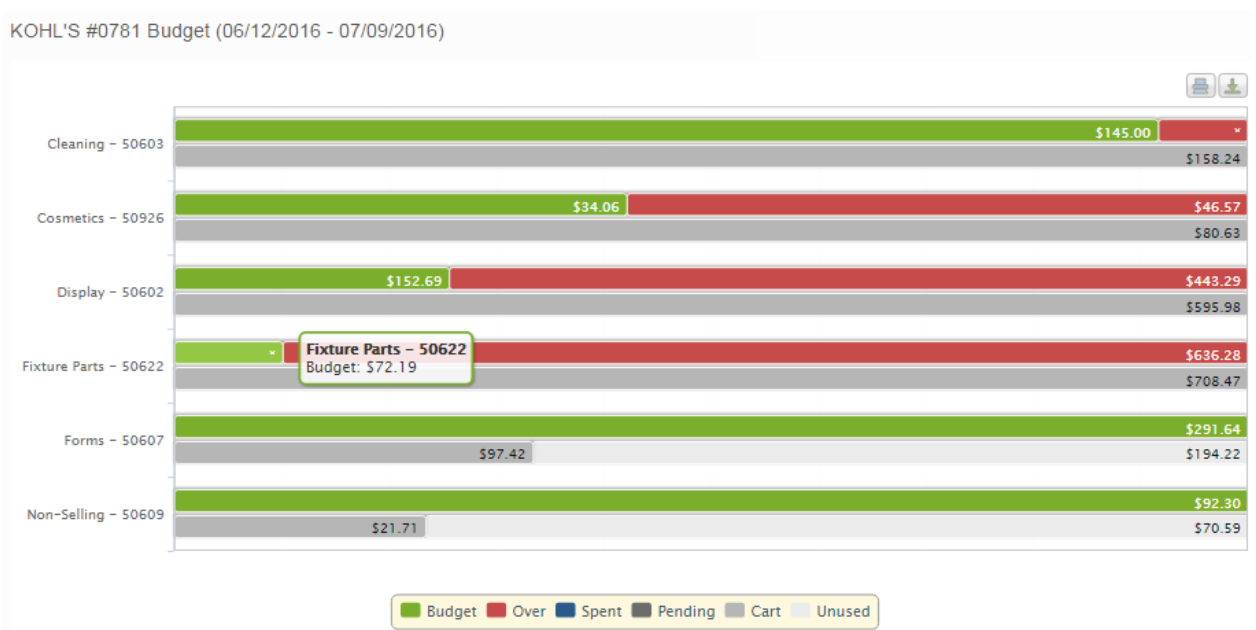
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13. Thursday 6pm Eastern, the order will be Released to Veritiv to fulfill the order.
 - Eastern – 6 pm
 - Central – 5 pm
 - Mountain – 4 pm
 - Pacific – 3 pm
14. Friday morning you will receive an order confirmation email from Veritiv.

Budgets:

15. Budget funds are pre-loaded for your Store and rest monthly. They do not roll over to the next month.
16. After you enter orders, your budget funds are reduced for each order submitted.
17. Off-Cycle orders will impact your budget during that time frame.
18. You will see only the budget amounts that Purchasing and Facilities are responsible for.
19. You have the ability to order from each category however Purchasing does not have access to the specific store budget for each of those accounts.



Green = Allocated budget dollars for the ordering cycle.

Red = Exceeded budget

Blue = Funds that have been spent.


Dark Grey = Are pending items for approval.

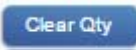
Light Grey = Items currently in your cart

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1. **Cleaning Budget** - is owned by Corporate Facilities. They determine each month what each store should be spending on cleaning items for the store. You cannot go over budget in this category. If you do, you will receive an error message at the bottom of your screen, advising you to remove items out of the cart to get it under budget.

 Error: Total exceeds budget limit for cost center - Cleaning - 50603. Please adjust quantities to reduce total below \$174.00. (Leaving this page resets quantities)

2. To remove a cleaning item out of the cart, you can delete the # out of the box, or click on the  and this will remove all the #'s for all of the cleaning items.
3. If you clear all qtys, make sure to review the cleaning items needed and re-enter the # for those that you need, until you are under budget.
4. If the items are not removed before the Release of the order on Thursday, 6pm Eastern, it will not send the cleaning items you have ordered.

Multi-Supplier items:

These orders will be compiled by Veritiv by cycle and then forwarded to the specific Vendors.

Vendors will ship the orders directly from their facility to each store via UPS. Lead times do vary. Any questions regarding these deliveries (tracking, damages etc.) should be directed to the vendors. More info is located in the **Message Tab** on the Dashboard.

These items can be found under the following Categories:

- Jewelry Tools – *Stores must order a minimum of \$30.00 or the vendor will cancel the order. They will send a courtesy email on Friday, if they canceled the order.*
- Repacking
- Operational Equipment
- Environmental Compliance & Recycling
- Interior Lamps
- Sundry
- Technology & Equipment

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Shopping Cart and “Off-Cycle Orders”:

Stores have the ability to place off-cycle orders for business critical items, should individual store sales exceed plan.

- All off-cycle orders will incur a \$100.00 rush charge & additional freight charges.
- Monitor your inventory level. “Off Cycle Orders” should only be placed in emergency situations for business critical items.
- Veritiv is not authorized to approve any off cycle order.
- Emails and phone call requests will not guarantee approval. It must be entered into the Veritiv system and sent to Kohl’s Supplies Team for approval.

To enter an Off Cycle Order:


1. Log into Orderline.
2. Locate and add the items needed to the cart.
3. You will be able to see both Forecasted and Non-Forecasted items and add to the cart accordingly.
4. Once you have completed adding items to your cart.
5. Click on  you will be able to review the items on order.
6. Click on .
7. You will receive this message at the top of your screen:

 IF YOU PLACE THIS ORDER, YOU WILL INCUR A \$100.00 CHARGE TO YOUR BUDGET FOR PLACING AN OFF-CYCLE ORDER. It is mandatory to include the reason for the off cycle/rush order in the Internal Comments box before submitting the order. IF YOU WOULD LIKE TO CANCEL THIS ORDER, CLICK [HERE](#).

8. Enter a note in the following box advising why this order is being placed.

Placed By: Kohl's #0099
111-111-1111
na@orderline.xpedx.com

Enter Comments for Approver to View:

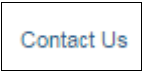
9. Click on  This will send your order to Kohl’s Supplies Team for approval.
10. Kohl’s Supplies team will review the order and review.
11. You will receive an email to confirm if your order was approved, modified or rejected.
12. It will have a note from the team advising if it was approved, modified or rejected.

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Order Receipt:

Supply orders should be delivered on the date range noted on your order calendar.

1. **All order discrepancies: shortages, picking errors or damaged goods must be communicated to Veritiv within 48 hours of receipt.**
2. Verify the number of pallets received against the Bill of Lading (BOL) before signing the BOL and departure of the carrier.
3. Note any discrepancies on the BOL (ex: BOL shows (2) pallets to be delivered – received (1) – sign (BOL) “1 pallet short” and call Veritiv Customer service at 1-800-704-1377 immediately with the discrepancy).
4. Check in your order carefully against the packing slip within a timely manner.
5. You can call Veritiv Customer Service at 1-800-704-1377, or you can email them by clicking on  button in the upper right hand corner of the screen.
6. Or send an email direct to: kohls@veritivcorp.com

Returns:

1. Returns must be requested within 30 days of receipt of supplies.
2. Call or email Veritiv Customer Service to start the return process.
3. Return freight is paid by the store. It might be more economical to keep an item than to pay the return freight for the item.
4. A return authorization number must be obtained from Veritiv Customer Service in order to return Merchandise.
5. Veritiv will schedule a pick up for the returned merchandise.
6. Any item that has been shipped or picked incorrectly by Veritiv can be returned without any charge to the store.
7. An item that has been ordered in error can be returned but the store will be charged the return freight costs.

Questions:

Any questions regarding the web site, order schedules, deliveries and distributor supplies should be directed to Veritiv Customer Service at: 1-800-704-1377 or

E-mail : kohls@veritivcorp.com

Requests/Inquiries:

All other requests/inquiries can be submitted to: Supplies@kohls.com

This inbox is monitored by the Kohl's Supplies team.