

Doing Business With

A.C. MOORE

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Welcome to doing business with A.C. Moore!

Introduction

A.C. Moore is a specialty retailer offering a vast selection of arts, crafts and floral merchandise to a wide range of customers. We opened the first A.C. Moore store in Moorestown, New Jersey in 1985, and have grown to over 130 stores as of December 31, 2007. Our stores are located in the Eastern United States from Maine to Florida. In October 2007, A.C. Moore launched its ecommerce site, www.acmoore.com.

We are devoted to being our customers' first choice for product selection, value and service that inspires and fulfills unlimited creative possibilities. We believe that our assortment, convenience, service and pricing differentiate us from our competitors. Our assortment of merchandise consists of approximately 40,000 stock keeping units, or SKUs, offered at each store at any one time. We also offer custom framing in the majority of our stores. In-store events and programs for children and adults provide hands-on arts and crafts experience and encourage the creativity of our customers.

Purpose of this Manual

Building strong vendor relationships has always played a valuable role in growing our business. A.C. Moore believes that the key to remaining competitive and satisfying our customers is to continue to develop collaborative partnerships with vendors who have the same commitment. To achieve these goals, it is critical that we clearly communicate the A.C. Moore standards relating to information technology, distribution, transportation, and accounts payable.

Our expectation that suppliers follow the guidelines as set forth herein, will ensure the rapid movement of product from your facility to A.C. Moore's selling floor, thereby maximizing sales and profits for both of us!

Our objective is to improve communication and information with our vendors and increase efficiencies throughout the supply chain. By using the latest technologies and maximizing the logistics systems of our warehouse facility, we can reduce operational costs, increase productivity, maximize speed and accuracy, while delivering more value to our customers.

Please take the time to review this information carefully, as it is the agent or supplier's responsibility to contact A.C. Moore directly with any questions or concerns. This manual supersedes and cancels any previously issued instructions including buyer authorized exceptions. We advise that your key warehouse personnel, shipping and logistics providers, as well as your accounting department become familiar with the contents of this guide.

All of our requirements are consistent with CHA's Best Practices for Industry Standards and we request that all of our suppliers get 'On Board' with this program by visiting the CHA web site at <http://www.craftandhobby.org> and selecting Industry Standards. This web page offers a wealth of information regarding uniform best practices for labels, electronic item data files and logistics processes.

Noncompliance with A.C. Moore standards will result in penalty fees. The imposition of these fines is not to generate profit but to cause corrective action to be taken on your part so there is no further interruption to the flow of goods to our customers.

How to Become an A.C. Moore Supplier

- **Merchandise Philosophy** - A.C. Moore is committed to growth in the craft industry. We believe that our customers shop our stores because we offer a wide assortment of quality products, imaginative projects, product infomercials, organized and well staffed stores in addition to competitive pricing.
- **Contacting a Buyer** - The most effective form of initial contact is via mail with a brief description of your company (*more important for a new vendor*) along with the product information including availability dates and costs. If the buyer is interested they will contact the vendor for product samples and schedule an appointment to review the product or category.
- **Open Buying Day** - A.C. Moore believes that new vendors are vital to the continued growth of our company as well as the industry and has thus implemented 10 Open Buying days during the year. For more information & scheduling contact, openbuyingday@acmoore.com.
- **Product Requirements** – Once an item or category is selected to be merchandised in the stores, the following information must be provided before the merchandise is shipped.
 - Vendor Information packet must be complete (*this only applies to a new vendor*). Refer to New Vendor Profile in the 'Reference' section of this manual.
 - Vendor Co-op sheets with negotiated discounts must be completed.
 - EDI/POS item information submitted which includes the product identification code, description, UPC and cost. Refer to page 5 for more information on product information.
- **Vendor Catalogues** - New catalogues should be mailed to the buyer or the buyer's administrative assistant as they are updated.
- **Visiting A.C. Moore** - The buyer or their administrative assistant will schedule all visits to the corporate office. If a vendor would like to see more than one buyer they must in turn contact the additional buyer or their assistant for an appointment. All vendors are required to sign in at the front desk and those vendors scheduled to review plan-o-grams will be required to wear a 'Visitors' badge with their name and the company which they represent. Refer to the 'Reference' section of this manual for driving directions.
- **Vendor Collaboration** – Suppliers that are approved and submit a completed vendor profile must sign-up on and begin accessing this site for valuable information and reporting. For more information contact vendorsupport@acmoore.com

Product Requirements

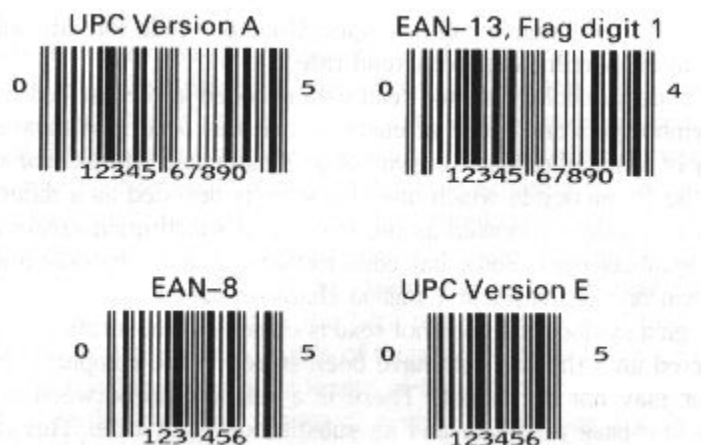
In order for us to maintain the efficiencies of our systems, accuracy of POS (*point of sale*) and speed through our registers, A.C. Moore requires that the following product requirements are strictly adhered to. Errors in the information provided will result in a chargeback to the vendor.

Product Labeling Requirements

To track the movement of product through POS, which assists in increasing sales and forecasting of vendor's merchandise, we require that every item shipped to A.C. Moore is UPC labeled as follows:

- The barcode version on the product must be UPC (A), UPC (E), EAN-13 or EAN-8.

The following bar code samples are for illustration purposes only:



- We prefer the **barcode(s)** is printed with black bars on a white background; any exceptions must be approved prior to shipment.
- Vendors that need **barcode** information should refer to CHA's guidelines for further details. (<http://www.insightu.org/hobby/index.htm>)
- Every product **barcode** must scan accurately at our register check-outs. **Barcodes** that are not readable; i.e. the bar code is illegible, printed too close to the edge of the label or encoded improperly will result in a vendor chargeback for each different product number.

New Item Data File

The following item information must be sent in an Excel file via an approved electronic format to the appropriate A.C. Moore buyer upon agreement of the purchase of new items. Note: The fields listed below must be submitted horizontally in the excel file (in columns not rows) for each individual item. Example: Item Number, Description, Cost, etc.

Name of Field	Additional Detail	for DC	Direct to Stores
Vendor Item Number		y	y
Description		y	y
Cost	in eaches	y	y
Mfg Suggested Retail	in eaches	y	y
UPC or EAN		y	y
GTIN		y	no
Minimum	quantity in eaches	no	y
Inner Pack	quantity in eaches	y	no
Master Pack	quantity in eaches	y	no
Pallet Quantity	quantity in eaches	y	no
Master Case Weight		y	no
Master Case Cube		y	no
Master Case Dimensions	[H x W x D]	y	no

***If an item is packed as an assortment please provide all UPCs included in the assortment.**

Notification of Product or Packaging Changes

In order to ensure there is no interruption in the flow of goods throughout our DC and to our stores the **need for accuracy and timely notification of vendor product, UPC or packaging changes is critical.**

Therefore, all product pack changes (*quantity in the inner or master carton*), UPC changes, and product number changes (*vendor stock #*) must be received by AC Moore **at least 90 days before the effective change date.** The following should be considered when submitting pack changes:

- How much have we (supplier) shipped recently? Merchandise may need to be broken out to the stores prior to new pack arriving in the AC Moore DC.
- Can previously shipped merchandise be updated into the new pack configuration?

Price Change & Discount Policies

Price Changes

Price increases will only be accepted for January and July of each year. The proposed increases must be submitted to the **buyer** 90 days in advance of the effective date. For example, a proposed increase for July must be given to the buyer no later than April 1st.

Cost increases on new items will not be considered for a period of at least one year. Any price increase reflected on an invoice without proper notification and approval by the buyer will result in a deduction from the invoice for the difference.

Discounts

A.C. Moore intends to use the funds collected for its advertising programs and to drive sales at A.C. Moore stores. Below are the guidelines for all discounts.

- Discounts given will be deducted from each invoice.
- All marketing program payments will be deducted from each invoice.
- A.C. Moore is not required to engage in any specific advertising program nor is A.C. Moore required to provide proof of advertising.
- All purchases, including those made through our distributors and import orders, will be included in the calculation for all applicable discounts.
- Discounts for new stores apply to all purchases for new, remodeled, or relocated stores until 30 days after soft opening

Purchase Orders

The following terms and conditions apply to all purchases by A.C. Moore, when the purchase order is transmitted. No purchases may be made without a purchase order. A Purchase order may be in written form or may be effectuated electronically. A purchase order from A.C. Moore has two parts: the first part of a purchase order contains terms unique to the particular transaction, including but not limited to the name of the vendor, a description of the goods ordered, quantity and price; the second part of the purchase order is the terms and conditions that are set forth in this manual.

These terms and conditions as printed herein apply to every purchase order of goods for resale by A.C. Moore.

Purchase Order Terms & Conditions

1. As used herein, "order" shall mean a purchase order or offer to purchase and all of the attachments, instructions and exhibits; "goods" shall mean any goods specified in the order. "SELLER" shall mean the party to which the order is sent; and "BUYER" shall mean *A.C. Moore, Inc.*
2. This order for the goods must be promptly accepted by the SELLER in the manner provided herein. BUYER may modify or terminate this order at any time prior to acceptance. This order is expressly limited to the terms and conditions stated therein and herein (the "terms and conditions"). By accepting or confirming the order, SELLER shall be deemed to have agreed to all of such terms and conditions (and only such terms and conditions), notwithstanding any different or additional terms contained in any acceptance, acknowledgement, offer or other document of any kind submitted by SELLER. If not otherwise accepted, SELLER shall be deemed to have accepted all of the terms and conditions (and only such terms and conditions) if SELLER dispatches an acknowledgment, acceptance, confirmation or other document to BUYER which substantially agrees with the terms and conditions as to the quantity, description and price of the goods. In any event, SELLER shall be deemed to have accepted all of the terms and conditions (and only such terms and conditions) upon SELLER's shipment of the goods. SELLER's acknowledgment, confirmation or acceptance shall constitute an acceptance of the terms and conditions and not a counteroffer, regardless of whether it contains terms or conditions which are additional to, different from, or conflicting with, the terms and conditions, unless the same shall contain the following typed statement: "Acceptance is expressly made conditional upon assent to the additional or different terms contained herein."

BUYER hereby expressly objects to any terms or conditions submitted by SELLER which are additional to, different from, or conflict with, the terms and conditions and neither the failure of BUYER to separately object to terms included in any acceptance, confirmation or other document issued by SELLER nor the receipt by BUYER of any of the goods shall be deemed an agreement by BUYER to any terms or conditions which are additional to, different from, or conflicting with the terms. To the extent this order is itself purported to be an acceptance or confirmation, then any such purported acceptance or confirmation is expressly made conditional upon BUYER's assent to the additional or different terms comprising the terms or conditions. The terms and conditions constitute the entire agreement, and supersedes any prior communications or agreements, between BUYER and SELLER with respect to the subject matter of this order.

3. All goods received are subject to (a) inspection by BUYER at any time, and (b) rejection by BUYER if all or any part of the goods are defective or do not conform to SELLER's warranties, BUYER's specifications, drawings and samples or the terms and conditions of this order ("Defective Goods"). With prior notice BUYER may during business hours enter SELLER's site(s) at which the goods are manufactured and/or stored to inspect the goods and audit the records relating to this order. If BUYER receives Defective Goods, BUYER may, at its option and without waiving any other rights it might have for SELLER's breach, invoke any or all of the following non-exclusive remedies: (i) have SELLER send conforming replacement goods and retrieve the Defective Goods, all at SELLER's expense; (ii) cancel the order and return the Defective Goods for a full refund, all at SELLER's expense; (iii) retain the Defective Goods and take a reduction in the price; or (iv) repair or correct the non-conformity or defect and deduct the cost of such repair from the price. If BUYER has received Defective Goods, BUYER may choose to reject the entire shipment or accept part of such shipment and reject the balance. Payment of any invoice by BUYER shall not by itself constitute acceptance of goods specified therein.
4. BUYER shall have no obligation to pay for any goods if BUYER'S business or its operations are discontinued in whole or in part by reason of fire, flood, earthquake, war, civil disorder, epidemic or any other act or event beyond BUYER'S reasonable control.

5. SELLER warrants that all goods shipped to BUYER shall conform to BUYER'S price, specifications, instructions, drawings, data and samples; shall be merchantable, of good quality and first class workmanship, free from defects in design, materials, manufacture and workmanship, contamination, or impurity of adulteration; shall be fit and sufficient for the purposes intended by BUYER; shall be delivered with good and marketable title, free from all liens, security interests, claims or encumbrances of any kind; shall conform to any and all requirements, conditions or provisions of applicable foreign, federal, state or local law including without limitation with respect to the manufacture, sale, storage, packaging, labeling or shipment of such goods; shall be in good condition and working order; shall not infringe upon or violate any patent, copyright, trademark, trade name or including without limitation, any rights belonging to others; and shall not constitute unfair competition. These warranties shall be in addition to all other warranties, express, implied or statutory; shall survive BUYER'S payment, acceptance, inspection or failure to inspect the goods; and shall run to BUYER and its customers. SELLER shall supply BUYER with adequate material for distribution to BUYER'S customers regarding disclosure of warranty terms as required by all foreign, federal, state and local laws, rules and regulations. These warranties shall survive in full force notwithstanding any inspection, testing, acceptance or payment by BUYER.

6. SELLER further warrants to BUYER that it has in effect as of the date the goods are shipped to BUYER and will continue in full force and effect, at SELLER'S own cost and expense, a policy of commercial general liability insurance with a company having an A.M. Best rating of "A-" or better, including coverage for contractual liability, product liability, personal injury and bodily injury, in an amount of not less than one million dollars (\$1,000,000) per occurrence. Said insurance policy shall be an "occurrence" policy and not a "claims-made" policy. SELLER shall name BUYER as an additional insured under such policy, and upon BUYER's request furnish BUYER with proof of such insurance.

7. SELLER agrees to protect, defend, indemnify and hold harmless BUYER, and all its affiliates and subsidiaries, from and against any and all claims, actions, demands, liabilities, losses, cost and expense, including attorney fees and litigation expenses directly or indirectly 1) arising out of SELLER's delivery of goods, 2) arising out of any actual or alleged injury to or death of any person, or damage to any property, or any other damage or loss, resulting or claimed to result, directly or indirectly, from the purchase, shipment, storage, delivery, sale or other handling of the goods sold hereunder; or 2) resulting from SELLER's actual or alleged breach or failure to perform SELLER's obligations under this order; or 3) resulting from any actual or alleged trademark, patent or copyright infringement of the goods sold hereunder; provided that, as a condition precedent to SELLER'S obligation to protect, defend, indemnify and hold harmless, BUYER shall within 30 days notify SELLER of any such claim, action, demand, liability, loss, cost and expense. BUYER shall be entitled to recover from SELLER its lost profits, cost of cover and all incidental, special or consequential damages resulting from SELLER'S breach of this order (including without limitation liquidated damages payable by BUYER to third parties).

8. The terms and conditions herein shall be governed by and construed under New Jersey law exclusive of its conflict of law provisions. Any legal action between BUYER and SELLER related to any transaction hereunder shall be conducted in New Jersey, and SELLER hereby consents to the jurisdiction of such courts and waives any objection to venue. Either party's failure to insist upon or confirm performance of any provision of this order shall NOT be deemed as a waiver of such provision.

9. If the price is not stated on this order, the goods shall be invoiced at the lower of the price last quoted to or paid by BUYER, or the prevailing market price. SELLER shall be responsible for and pay all taxes. All prices are inclusive of, and BUYER will not pay any additional amount for, warranties, taxes, packing, cartage or other charges unless indicated in this order. If payment terms are not stated in this order, payment shall be due 90 days after the later to occur of BUYER's acceptance of the goods or BUYER's receipt of a correct and properly-submitted invoice (as determined by BUYER). Invoices may not be issued and dated by SELLER prior to the shipment date. Unless otherwise specified in this order, delivery will be F.O.B. BUYER's designated location, and title and risk of loss shall pass to BUYER at that point. Each package shipped must be marked with its contents, gross, tare, and net weight. Once shipment is made, SELLER must immediately provide BUYER with all information requested by BUYER to track the shipment. SELLER shall comply with routing instructions provided by BUYER or, in the absence thereof, SELLER shall ship via the most expeditious route in terms of time and expense.

10. The SELLER will Comply with all instructions and requirements contained within the "Doing Business with A.C. Moore" manual and in this order, including without limitation, those instructions and requirements relating to shipping, packaging and routing, price changes and discounts.
11. SELLER shall require the carrier to show BUYER'S purchase order number on the carrier's freight bill. The bill of lading must specify that the goods were tendered to the carrier in a sorted and segregated manner.
12. If SELLER provides BUYER with any materials, equipment or fixtures to in any way assist in the resale of any goods purchased from SELLER, then unless otherwise agreed in writing, BUYER shall be deemed sole owner of such materials, equipment or fixtures, without charge, free and clear of any interest, whatsoever, of SELLER. This provision shall apply regardless of whether such materials, equipment or fixtures are shown on this order.
13. SELLER further warrants (i) that the Uniform Product Code ('UPC') on the labels of packaging for all goods shall be imprinted in any accurately scannable manner; and (i) that the UPC information is correctly assigned to the goods.
14. All amounts payable to SELLER shall be subject to all claims and defenses of BUYER, whether arising from this order or any other transaction. BUYER may offset against SELLER's invoices amounts owing by SELLER or any of SELLER's affiliates to BUYER or any of BUYER'S affiliates.
15. SELLER shall not refer to BUYER or any affiliate of BUYER in any publication or assert affiliation with Buyer or any affiliate of Buyer without the prior written consent of BUYER. SELLER shall not use Buyer's trademarks, trade names or logos without the prior written consent of BUYER.

16. BUYER may terminate this order, in whole or in part, at any time prior to shipment of the goods. Such termination shall be without cost to BUYER except that, in the absence of a breach by SELLER, BUYER will reimburse SELLER for documented costs reasonably incurred by SELLER pursuant to this order prior to receiving notice of termination. BUYER's liability on such termination shall not extend to SELLER's anticipated profits, to SELLER's indirect costs such as overhead, to the cost of inventory that is resalable or usable by SELLER, or to any inventory purchased or manufactured by SELLER in anticipation of future orders by BUYER; provided, however, that if this Order calls for deliveries in installments, BUYER will reimburse SELLER for any non-resalable or unusable inventory which SELLER purchased or manufactured in order to meet shipments under this order for the 30 day period following SELLER's receipt of BUYER's notice of termination. Such reimbursement obligation shall constitute SELLER's sole remedy upon such a termination. As a pre-condition of payment, SELLER shall, at BUYER's option, either ship inventory (the cost of which is being reimbursed by BUYER) FOB destination to a BUYER-designated location, or scrap it and deduct any residual value from the amount owed by BUYER hereunder. This Section is in addition to and does not limit BUYER's rights of termination or cancellation due to SELLER's breach or default or other intervening circumstances.
17. Without limiting any other right of BUYER, BUYER reserves the right to cancel this order in whole or in part if delivery is not made, or cannot be made, when and as specified, and to charge SELLER for any loss entailed. TIME IS OF THE ESSENCE. SELLER must immediately notify BUYER of any possible or actual delay in delivery.
18. SELLER shall not make any changes to the specifications for the goods without BUYER's prior written consent, including without limitation changes that affect fit, form and/or function, after BUYER's approval of any evaluation samples. Likewise, SELLER shall not change its manufacturing processes for the goods, its manufacturing locations, or its sources of supply for the goods or any raw materials integrated into the goods without BUYER's prior written consent. SELLER shall not discontinue the manufacture of goods without providing at least 180 days prior written notice to BUYER.
19. BUYER may make changes to this order at any time with prior notice to SELLER, including without limitation changes in quantities ordered, specifications, method of shipment, and place of delivery. SELLER will advise BUYER of the resulting costs and/or savings from specification changes, and the parties shall thereafter negotiate any resulting price change. If the Parties are unable to agree on such a price change, BUYER shall either continue with the original specifications or terminate this order without any resulting liability.

20. IN NO EVENT WILL BUYER BE LIABLE TO SELLER FOR ANY AMOUNT IN EXCESS OF THE PRICE ALLOCABLE TO THE GOODS, OR FOR LOST PROFITS, SPECIAL, PUNITIVE, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES, HOWEVER CAUSED AND WHETHER ARISING IN AN ACTION OF CONTRACT, TORT OR OTHER LEGAL THEORY, EVEN IF BUYER WAS OR SHOULD HAVE BEEN AWARE OR ADVISED OF THE POSSIBILITY THEREOF.
21. SELLER may not assign its rights or delegate its duties under this order, by operation of law or otherwise, without the prior written consent of BUYER. BUYER may assign its rights and delegate its duties under this order at any time to any affiliate or successor-in-interest without notice to SELLER.
22. SELLER will keep secret all information about the way in which BUYER develops, designs, produces or sells its inventory and products, or about the way which BUYER conducts its business including, but not limited to, information related to specifications, markets, customers and sales, whether or not the BUYER specifies that information as confidential ("BUYER's Confidential Information"). SELLER will use BUYER's Confidential Information only as necessary to perform its obligations under this order and will be responsible for its employees, agents and contractors abiding by these obligations. On BUYER's request, SELLER will return to BUYER all materials, in whatever form, that include or constitute BUYER's Confidential Information. All inventions, discoveries, and improvements whether or not patentable, which are conceived by SELLER while using or responding to the BUYER's Confidential Information (herein a "Product Development") shall belong to BUYER. SELLER shall promptly notify BUYER of any Product Development and cooperate as necessary to assign to BUYER all right, title and interest therein.
23. BUYER expects its associates to carry out BUYER's business with honesty and in compliance with laws and high ethical standards. This expectation extends to BUYER's interaction and dealings with suppliers and customers. If SELLER experiences problems with or has concerns surrounding its dealings with BUYER, SELLER is encouraged to contact BUYER's General Counsel, Amy Rhoades, at arhoades@acmoore.com.

Order Transmission Requirements

A.C. Moore requires that vendors utilize EDI (*Electronic Data Interchange*) for transmitting all purchase orders and invoices. Please contact our EDI Coordinator at 856-768-4959 to establish a trading partnership either through AS2, FTP or web services. Failure to comply with one of the outlined below methods will result in penalty charges.

In order to begin an EDI partnership you must submit a completed vendor profile form. Once the profile form is submitted you will receive your AC Moore vendor number.

AS2 – Vendors that would like to transmit documents utilizing AS2 will be required to fill out an online set up application that includes the connection information and encryption settings.

FTP – Vendors that would like to trade documents via FTP will be required to fill out an online set up application that includes the user ID or mail box name and password.

- *AS2 & FTP require a form to be filled in and submitted off of the Vendor Collaboration website to be setup with one of these transmission protocols. Direct connections can potentially take 2+ weeks to initiate testing. We recommend that for new setups you utilize a VAN and migrate to a direct connection.*

Web Services – As an alternative to EDI, AC Moore also offers a web solution to fulfill order, invoice, and advanced ship notice processing through our Vendor Collaboration portal site. This site is available for use in the event an EDI partnership cannot be established. To use this solution a service fee will be assessed depending on usage and documents that are traded. Contact vendor support for more information on web services.

EDI Documents, Specifications, and Testing

The following are the EDI documents A.C. Moore trades:

- 997 (Functional Acknowledgment) – The functional acknowledgement is returned for all 850 and 810 documents. The 997 is required
- 810 (Invoice) – The 810 is required.
- 850 (Purchase Order) Version 1 – The version 1 purchase order is utilized for vendors not shipping via cross-dock. The 850 is required
- 850 (Purchase Order) Version 2 – The 850 V2 is required for any vendor that is preapproved to cross-dock store purchase orders through our Berlin, NJ distribution center. The 850 is required.
- 856 (Advanced Ship Notice) – The 856 is a required document for any vendor that is preapproved to cross dock store purchase orders through our Berlin, NJ distribution center.

Specifications and mapping can be found on our Vendor Collaboration web portal. The site requires that all users sign-up and be approved for use. To request information on accessing the collaboration website, e-mail vendorsupport@acmoore.com

EDI Document Testing

In order to be approved for EDI you must complete testing. Below is the testing procedure for each EDI document.

850.v1 & 997 – The 850 is tested using parallel documentation. The 850 is sent out and a fax copy is also sent out to confirm that the orders are received. Testing for the 850 is complete when we receive consist, error free 997's confirming receipt of the orders. At that time testing is completed, and faxing of orders will be stopped.

810 – To test the 810 a sample of five (5) invoices must be sent over to AC Moore in production. Once the 810's are sent over they are then confirmed by our Accounts Payable Supervisor (dsperling@acmoore.com). Notification must be sent to our AP supervisor that the sample set has been sent. After review you will be notified if testing is complete or if corrections are needed.

850.v2 & 856 – In order to complete testing for the advanced ship notice all approved suppliers will be e-mailed logon information for the GXS Net Community Manager. Testing through this site is required. You will have prepared tasks to complete and you will be required to process an 856 in response to a test 850. The NCM site has an FAQ section for common questions and a support inquiry function to submit questions.

Question related to EDI and testing should be directed to our EDI coordinator, Eric Gower, egower@acmoore.com or 856-768-4959.

Invoicing Instructions

To facilitate our timely and accurate processing of your invoice please adhere to the following instructions:

- A separate invoice must be provided for each store location **including cross docks**.
- Each invoice must refer to one (1) purchase order only.
- Purchase order shipments cannot be duplicated. Merchandise that ships multiple times for the same PO and is invoiced multiple times will be subject to penalties.
- All invoices must be itemized. Do not group similar product of different color or size on a single line.
- All information contained on the invoice must match that of the purchase order; if you discover a discrepancy contact your buyer immediately.
- All invoice numbers must be unique and can not be duplicated within a 24 month period.
- All invoices should be in electronic format
- The total extended cost of the invoice must be the gross amount before any discounts such as co-op advertising, damage allowance, new store, cash, etc.

Vendor Co-Op

Any questions concerning vendor co-op should be directed to our Staff Accountant at 856-768-4930 extension 233 or via e-mail at canderson@acmoore.com .

Promotional Support

A.C. Moore welcomes any vendor promotional support ideas. These ideas may include project sheets, 'Make and Take It' ideas, and in store Demo ideas. Again, our belief is that our customers want new ideas and welcome any avenue in which they can try new product along with the benefits of product education.

Shipping Requirements

Early and Late Shipments

Any merchandise sent to our stores and/or our warehouse must **ship** in the designated shipping window. Scheduling for inbound merchandise must also be accounted for in this shipping window on the purchase order. Merchandise shipping outside of the designated window will be subject to the following penalties.

- **Early Shipments:** Orders that **ship** ahead of their designated **ship** date will be penalized 10% of the cost for that purchase order.
- **Late Shipments:** Orders that **ship** after their designated **ship** date. Will be penalized 50% of the cost for that purchase order

Drop Shipments to Stores

IMPORTANT MESSAGE TO ALL SUPPLIERS – A.C. Moore requires your assistance in reducing the number of low weight (8 lb. or less) cartons shipped to our stores. These cartons move as “minimum charge” shipments, driving up the cost to move your goods to our locations.

Suppliers are required to adhere to the following procedures for cartons of 8 lbs. or less:

- Same PO merchandise, moving to the same location, should be over-packed in a master carton. Note: be sure not to exceed FedEx size and weight restrictions.
- Label the carton as “Master Carton”.

Your cooperation is critical to our mutual success. Violations of this procedure are subject to non-compliance charges. Please contact our Transportation Manager at (856)768-4949 to review any questions and how you can help.

The following requirements apply to all shipments being sent **direct to A.C. Moore stores.**

- The purchase order number and carton count must be marked on the outside of each box within a shipment. *Example: PO # J123456 - Box 1 of 3, Box 2 of 3, or Box 3 of 3.*
- The packing slip must be located on the outside of one of the cartons in the shipment. Packing slips that are enclosed inside the case cause delay of receipt, restocking of our shelves and potential loss in sales.
- Merchandise shipped against a PO must only be shipped once for that PO.
- PO's can not be mixed in cartons
- Carton weights may not exceed 50 lbs.
- Cross dock is an option for vendors with unique orders or batches of orders, i.e. new product sets. Contact our Transportation Manager for more information.

Shipments to the Distribution Center

The following shipping instructions apply exclusively to delivery of merchandise to the A.C. Moore Distribution Center. Compliance to these instructions is vital to avoid delayed processing, merchandise refusal and/or penalty charges.

Packing

- A packing slip for each purchase order on a shipment must be attached to the last pallet loaded on the truck, clearly visible and underneath the stretch wrap.
- The packing slip must include:
 - Purchase order number
 - Total number of cartons for that purchase order
 - Each item shipped on that purchase order with the quantity shipped
- Master and inner cartons cannot contain mixed items.
- Do not pack merchandise in re-used cartons.
- **Conveyable Shipping Cartons** - A.C. Moore's distribution center is designed to efficiently process cartons through our conveyORIZED sortation system. Therefore, we request that shipping cartons sent to the main distribution center meet the following conveyable case requirements: A.C. Moore recognizes that not all cases shipped will be conveyable; we encourage suppliers to meet the criteria for conveyable shipping cartons.

Specifications:

Minimum Size: 4" long, 3" wide, 1" high

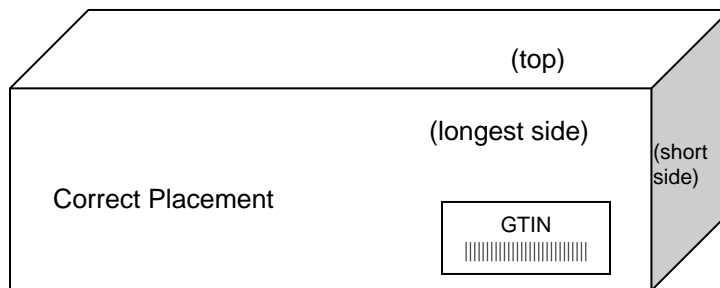
Minimum Weight: ½ pound

Maximum Size: 42" long, 24" wide, 30" high

Maximum Weight: 50 pounds

Carton Marking Requirements

- Vendor stock number (or A.C. Moore's item number) and quantity must be clearly marked on the outside of each domestic shipping carton.
- Import merchandise cartons must be labeled with the A.C Moore item number clearly printed on the carton.
- Each master carton must indicate A.C. Moore's purchase order number. For pallet quantities of the same item, the purchase order number may appear on the pallet rather than each carton. Refer to the following 'Pallet Procedures' section for detail.
- All shipping cartons must have a Product Identification label on the longest side of the carton, facing outside on the pallet.



- The **Global Trade Identification Number** or GTIN is the primary method of product identification.
- A.C. Moore requires this bar code be in the following format:
UPC/EAN 128 or ITF Symbology

Element Width Minimum of 20 mil (*minimum bar or space size*)

Bar Code Height Minimum 1"

Quiet Zone Minimum .25" on each side

Sample bar code for illustration purposes only: (human readable characters must appear underneath the bars)



Pallet Procedures

- All LTL & FTL shipments sent to our distribution center must be palletized. In the event there is value associated with shipping floor loaded contact our Transportation manager for review and approval.
- Pallets must be 40" wide by 48" deep, 4-way, hardwood, clean and in good condition.
- Cartons cannot overhang over outer edges of the pallet.
- Pallets must be **securely** stretch-wrapped.
- Maximum height of pallet (*including the pallet*) is 102"
- When pallet weight is a factor, vendor is allowed to palletize to their recommended height.
- A.C. Moore and/or its carriers do not participate in any pallet exchange programs. All pallets tendered to A.C. Moore are considered part of the merchandise received.
- Mixed items on a pallet must be layered and separated by crease sheets.
- Each pallet must have a pallet content label, which must include:
 - Purchase order number(s) contained on the pallet
 - A.C. Moore ship-to address and vendor ship-from address
 - Number of cases on the pallet
 - Mixed pallet designation (*if pallet contains more than one item*)
 - 8-1/2" x 11" size label (*printed or hand written, printed preferred*)
 - One pallet label on each 40" face of the pallet

Cross-Dock Procedures

The following procedures apply to our vendors who are preapproved to ship merchandise cross-docked through our distribution center:

***Current Cross-dock vendors:** Vendors who do not currently utilize the EDI 856 ASN and have shipments pending prior to and during implementation of the 856 ASN must continue to ship using the existing guidelines until testing is complete and an approval has been sent.

Current Cross-dock Procedures: (No ASN transmission)

- Merchandise for separate stores cannot be mixed in the same carton.
- A separate packing list for each store destination included in the cross-dock shipment must be provided in its own envelope, and attached to a carton for that store.
- An order consisting of multiple cartons must be designated as a series, i.e. 1 of 3 2 of 3, etc.
- A single pallet per store is preferred if enough merchandise exists to justify a single pallet. The pallet must be labeled with an orange label (2" high x 4" wide) that contains the word 'CROSS-DOCK', the store number of the location receiving the pallet and the PO number. In addition, the packing list must be attached to the pallet. *(Please contact Vendor Support at 856-768-4959 if you require a sample of an approved cross-dock label.)*
- Multiple stores can be combined on a single pallet under the following conditions:
 - a. Each store's cartons must be separated on the pallet. We require each store to be layered with a crease sheet inserted between each store's layer.
 - b. Each carton must be labeled with an orange label (2" high x 4" wide) that contains the word 'CROSS-DOCK', the store number receiving the carton and the PO number.
 - c. A packing list for each store contained on the pallet must be in its own envelope and attached to a carton for that store.
 - d. An additional copy of all packing slips must be placed in an envelope marked "Packing Slips" and attached to the last pallet loaded.

- A single pallet per store is preferred if enough merchandise exists to justify a single pallet. In addition, the packing list must be attached.
- An order consisting of multiple cartons must be designated as a series, i.e. 1 of 3 2 of 3, etc.
- Multiple stores can be combined on a single pallet under the following conditions:
 - a. Each store's cartons must be separated on the pallet. We require each store to be layered with a crease sheet inserted between each store's layer.
 - b. A packing list for each store contained on the pallet must be in its own envelope and attached to a carton for that store.
 - c. A carton can only contain one order within, but a carton can contain multiple items

Advanced Ship Notice Requirements

All vendors that are approved to cross dock store purchase orders through the AC Moore distribution center are required to transmit an EDI 856 Advanced Ship Notice prior to the arrival of the shipment of goods. All cross-dock shipments must have GS1-128 shipping container labels present and to our specifications. Labels must be submitted to our Vendor Support group for approval prior to the first shipment.

- All ASN's must have order, pack and item level detail.
- All ASN transmissions must be received by 11:00PM EST the day before the shipment is scheduled to arrive.
- Small parcel shipments are required to have an ASN for each carton shipped.
- All ASNs must be completely accurate. This includes having all required segments and shipment details
- Do not include any items that are not shipped or that are unavailable.
- If a shipment requires multiple truckloads, then an ASN must be transmitted for each shipment. Each truckload is required to have a unique BOL.
- If a shipment is shipped on pallets you must include the pallet (tare) level within the ASN and label the pallet(s) with the GS1-128 labeling.

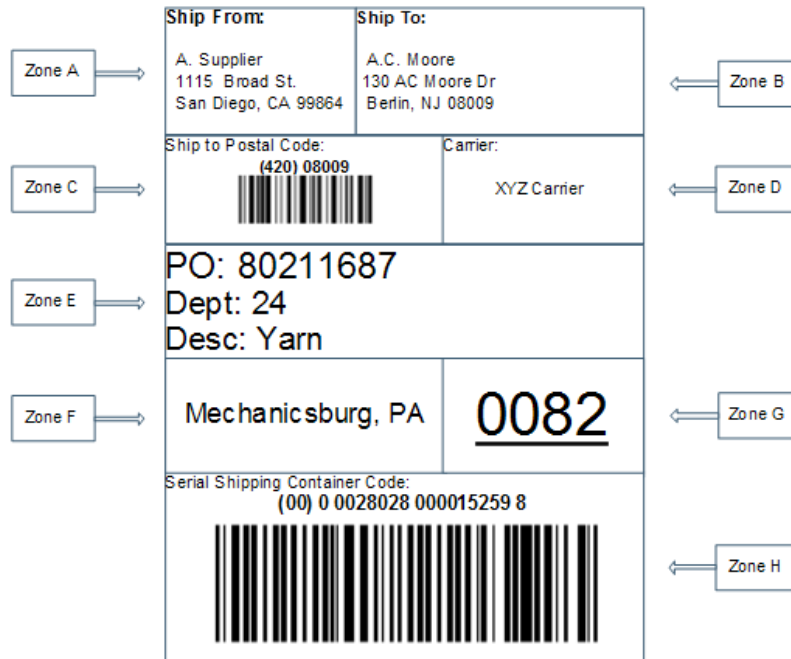
We invite you to visit the following websites for more detailed information on ASN's and labeling standards. www.GS1us.org & <http://www.insightu.org/hobby/index.htm>

If your ASN does not meet these requirements it may be assessed penalty charges based on the errors.

ASN Compliance Penalties	
ASN received late	5.00 per carton
No ASN for shipment	5.00 per carton
Incorrect ASN Data	5.00 per carton
ASN does not match contents	5.00 per carton
No GS1-128 labels	5.00 per carton
Incorrect or unreadable GS1-128 labels	5.00 per carton
Labels applied incorrectly	5.00 per carton

****The minimum charge per instance is 125.00***

GS1-128 Label Specifications (formerly UCC 128)



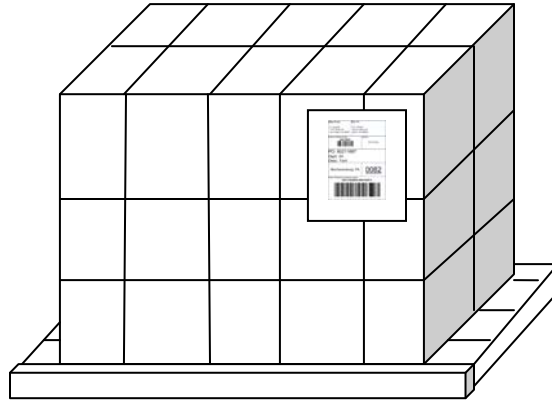
Label Zones	Description	Specifications	Mandatory/Optional
A	Ship From Address	Vendor Name & Address	M
B	Ship to name and address	A.C. Moore Distribution Center Address	M
C	Ship to Postal Code		O
D	Carrier Name	Use the carriers full name	O
E	Purchase Order Number, Department, Department description	8 digit AC Moore purchase order number. Font size no less than 20. Dept & Desc size 18 font (Arial) Information is contained in REF segment of 850 with an identifier of DP.	M
F	Store City & State abbreviation	Must be no less than 14 point font	M
G	Store Number	4 digit left zero filled store number. Must be underlined. No less than 32 font (Arial)	M
H	Serial Shipping Container Code (SSCC)	Must be in 128 symbology, SSCC 18 format. The SSCC barcode can be no less than 1" in height	M

- Labels can be no less than 4" X 6" with a .25" quiet zone on either side of the barcode and a minimum of 20 mil (minimum bar or space size).
- All labels must arrive in scannable condition and without imperfections that could prevent scanning.
- If you use internal barcodes they cannot interfere with the scanning of GS1-128 labels.
- Each SSCC 18 barcode used on the GS1-128 label must be unique. Do not reuse numbers
- Each carton must be labeled with a GS1-128 label; this includes any inner cartons that may be consolidated in the shipping process.
- No additional barcodes may be present on the GS1-128 label.
- For more information on the GS1-128 label, please visit <http://barcodes.gs1us.org>

GS1-128 Label Positioning

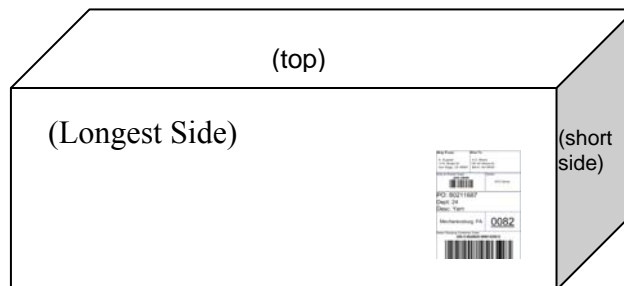
Pallet Level labeling:

The GS1-128 label should be placed in the upper right corner and above any shrink wrap to avoid any interruptions in scanning the SSCC 18 barcode.



Carton Level labeling:

The GS1-128 label must be placed on the right corner of the longest side of the carton. Any internal labels or small parcel carrier labels must not overlap or interfere with the scanning of the SSCC 18 barcode.



Transportation

The following routing instructions apply to all shipments being sent to either the A.C. Moore Main Distribution Center or direct to individual store locations.

- All shipments moving to one location on one day must be on a single Bill of Lading.
- Under no circumstances will 'Prepaid and Added' freight charges be allowed. Freight charges added to invoices will be deducted

Routing Guide

In conjunction with our freight logistics partner, PMC Logistics Services, all routing must be scheduled and maintained through PMC. Routing guidelines can be obtained by contacting PMC at the following number. When calling PMC you must identify yourself as an A.C. Moore supplier. The routing guidelines obtained through PMC shall supersede all routing instructions received in the past. Please be sure that all person(s) that are involved in the shipping process receive a copy of the instructions.

Failure to comply with these instructions may result in a chargeback of the total cost of the shipment to the supplier.

To contact PMC regarding obtaining the routing instructions or questions regarding the instructions, please call 508-830-1100 ext. 123

- If you are currently a cross-dock vendor or have any special exceptions to the normal routing, please call Bob Senft at 856-768-4949 to confirm the correct routing procedure.

FedEx Requirements

FedEx Ground Collect for Shipments between 1-299 lbs. and less than 15 ctns:

- All shipments weighing 1 – 299 lbs. and **less than** 15 cartons must ship via FedEx Ground Collect and you must transmit EPDI (*Electronic Package Data Interchange*) information. Shipments that exceed these criteria must ship via the appropriate LTL carrier (see routing instructions). EPDI transmission of the information required below must be completed within ninety (90) days. Non-compliance after ninety (90) days will result in a penalty of \$1.00 per package. Also, if packages exceed the package carrier limit on any occasion, a noncompliance charge of \$1.00 per carton over 14 or 299 lbs. plus full freight will be charged to your company.
- If the dimensions of your carton exceed the designated FedEx Ground dimensions, you must ship via the assigned LTL carrier. The bill of lading must also state “Carton dimensions exceed FedEx Ground limits”.
- If the routing instructions indicate that you ship via FedEx Ground, you must comply with all Ground requirements, including weight and size restrictions. A.C. Moore will not be responsible for any oversize or additional non-compliance charges. Violations will result in the full freight being charged to your company.
- FedEx provides several different automation platforms that allow for the inclusion of the required EPDI information. If you do not ship using FedEx automation, but are using a third party or transmitting EPDI without FedEx hardware, please contact your provider immediately (*they can turn on the option to provide EPDI to FedEx*).
- Participation in the FedEx Ground Collect program when shipping to A.C. Moore requires your company to provide the A.C. Moore’s purchase number along with other package level detail. This should be sent electronically to FedEx Ground for all outbound shipments. FedEx Ground provides the following series of electronic solutions to assist you in communicating this information:

FedEx Automation Options:

- **FedEx Ship Manager fedex.com**
- **FedEx Ship Manager Software**
- **FedEx Ship Manager Hardware**
- **FedEx Ship Manager Enterprise**
- **FedEx Ship Manager Server**
- **FedEx Ship Manager Server software**
- **FedEx Ship Manager API**

- These platforms allow FedEx Ground to receive the information and send A.C. Moore P.O. information to FedEx Ground electronically. Please contact your FedEx Representative to ensure that the system is configured to send this information electronically via FedEx Ground's EPDI.
 - **3rd Party Shipping Manifest Systems** (Pitney Bowes, Tracer, etc.) are able to transmit P.O. numbers associated with the FedEx Ground tracking IDs to FedEx Ground. You should contact your vendor as soon as possible to determine whether your system is capable of transmitting P.O. information to FedEx Ground via FedEx Ground's EPDI. If it is not, you must use one of the options above to provide this data to FedEx Ground.
 - **FedEx Ground accepts EDI ANSI 204, 215, and 856 transaction sets.** Please contact your FedEx Ground representative for EDI specifications.
- Please begin providing Purchase order numbers on **all** shipments to A.C. Moore within the next **90 days** to avoid a potential \$1.00 per carton non-compliance charge.
 - When shipping an A. C. Moore package via FedEx Ground Collect there are several fields that must always be provided. These fields are the "Consignee" customer field and the "Customer Reference" or "Purchase Order" field. In conjunction with these fields, a full address must also be included (*address 1, city, state, zip code*).
 - The first field (*Consignee*) will always possess the same value for each store you ship to. This field will be the "Company Name" and you should always enter the value A.C. Moore XXX (*3 digit store #, i.e. 004*) to the field where "X" is the store number you are shipping to.
 - The second field (*Customer Reference, or Purchase Order*) is where you must input the A.C. Moore purchase order number.
 - If you have any questions, please feel free to contact the FedEx inside Customer Integrations Consultants at 1-888-670-8981. Identify yourself as needing instructions to ship collect to A.C. Moore per the A.C. Moore Routing Instructions.
 - **Frequently Asked Questions** - If you need answers to any of the questions listed below, please email the question to fedexcompliance@acmoore.com.
 - What are the FedEx automation types and what is right for me?
 - How do I ship FedEx Ground Collect package using my FedEx automation?
 - Who do I contact with questions concerning automation that I already have?
 - Who do I contact if I have problems with my automation devices?
 - Or any other questions.

Bill of Lading

All Bills of Lading must include the following information:

- Correct A.C. Moore ship-to address as stated on the purchase order.
- All purchase orders included on the shipment.
- Total number of cartons for each purchase order shipped.
- The correct weight of the shipment.
- The shipping carrier.
- Correct National Motor Freight Classification and Description (NMFC).
 - Example: "Decorations, Notions, Novelties" NMFC 56290-6 Class100

Inbound Scheduling

Inbound scheduling applies to all shipments being sent to A.C. Moore's Distribution Center. Carriers that arrive without appointments cause substantial dock congestion and delay workflow.

- Please call receiving @ 856-768-4966 at least 24 hours in advance of delivery to secure an inbound appointment.
- A.C. Moore's receiving hours are from 7:00 am until 3:30 pm, Monday through Friday.
- When scheduling shipments purchase order number and carton count must be available.
- Driving directions are available in the 'Reference' section of this manual or by calling 856-768-4930 and pressing 3.
- **Please note the only authorized source for transportation exceptions is our transportation manager. To reach our transportation manager please call 856-768-4949**

A.C. Moore Vendor Standards

The philosophy of A.C. Moore is to establish long and lasting relationships with our vendors in order to provide our customers with optimal service, merchandise and value. We strive to conduct our business in support of this philosophy and in turn expect our vendors to comply with these standards of business as outlined below:

Gifts, Loans, and Entertainment

In general, Team Members and Executive Officers are not authorized to accept gifts personally from a resource, vendor or competitor or someone seeking to do business with A.C. Moore. Gifts received must be received on behalf of A.C. Moore and depending on the nature and value of the gift; A.C. Moore may determine to either give the gift to charity, raffle the gift or allow the recipient to retain as a prudent business practice. In accord with normal permissible business practice however, exceptions to this rule may be approved by our Vice President of Human Resources, our Vice President and General Counsel or another vice president or executive officer to whom the Team Member reports, in the case of Team Members, or the Chairman of the Audit Committee (or his designee), in the case of Executive Officers.

In addition to the above, a Team Member or Executive Officer may not:

- Accept loans from a resource, vendor or competitor (other than from a bank at market interest rate and market terms), or
- Purchase items from the above-named parties at below market terms.

However, participating in necessary and prudent business-related functions, such as lunches or dinners is a normal and permissible business practice.

Confidentiality

We expect suppliers and vendors will not use for their own purpose or disclose to others any trade secrets, designs, data, knowledge, marketing information, or any other information reasonably considered confidential. Vendor shall: (i) only disclose the Confidential Information to those directors, officers, employees, agents, and advisors who need to know; (ii) not disclose any Confidential Information to any third party without A.C. Moore's prior written consent other than disclosures which may be required by law; (iii) use such Confidential Information only to the extent required by the Vendor in its relationship with A.C. Moore; (iv) not reproduce Confidential Information in any form; and (v) promptly provide A.C. Moore with notice of any instance of actual or threatened breach of the terms of the vendor confidentiality standards.

Vendor Collaboration Website

A.C. Moore offers a vendor collaboration website, to keep all Vendors aware of important changes and updates. In addition the site offers access to accounts payable information, item movement reporting, orders, and item submission forms. It is **required** that each supplier, and all necessary personnel involved have access and are accustomed to the site prior to doing business with A.C. Moore. To receive access, please contact our vendor support coordinator at 856-768-4959 or vendorsupport@acmoore.com.

Penalties & Chargebacks

A.C. Moore intends to enforce all the requirements of this manual and therefore reserves the right to administer penalty charges as set forth below for non-compliance of any requirement. The penalties are established per purchase order or Item number.

The imposition of these penalties is not to generate profit, but to cause corrective action to be taken on your part. This compliance will ensure the rapid movement of product from your facility to A.C. Moore's selling floor, thereby maximizing sales for all parties.

Therefore the following penalties will result in a vendor chargeback for any incident(s) of non-compliance. All appeals to the penalties assessed must be received in written notice to our vendor support department within 30 days from the date on the debit memorandum. When appealing a deduction from non compliance be prepared to supply all supporting documentation including, e-mails, submission documents, and forms. ***Please note that this penalty structure excludes any infraction for early or late shipments.**

- **1st Offense**

\$500 *and/or* \$50 per each labor hour required to correct

- **2nd Offense**

\$1,000 *and/or* \$50 per each labor hour required to correct

- **3rd Offense**

\$2,000 *and/or* \$50 per each labor hour required to correct

After the third offense A.C. Moore will review the nature, and successfulness of continuing a partnership with the vendor.

Reference Section

Schedule of Common Compliance Violations

Category

Violation

Pallet Violations

No mixed pallet identification
Pallet exceeds max height
Pallet not securely stretch-wrapped (load shift)
No pallet content sheets
Incorrect information on content sheets
Pallet does not meet/exceeds size dimensions
Poor quality pallet(s)
Unacceptable carton overhang

Shipping Violations

Shipped to wrong location
Double shipment of merchandise from PO
No packing list
Incorrect information on packing list
PO information not transmitted to FedEx
Backorder shipment
Floor loaded w/o approval
PO not shipped according to routing guidelines

Purchase Order Violations

SKU not on PO shipped
Merchandise shipped w/o PO

Invoicing Violations

Invoicing prior to shipping
Multiple PO's on one (1) invoice
Invoices not itemized
PO shipped does not match PO on invoice

Carton Violations

No GTIN bar-coding
GTIN does not scan
Cartons bar-coded incorrectly
Incorrect carton markings
Carton markings not displayed
Item number not displayed or incorrect
Quantity not displayed or incorrect
Carton number not displayed
PO not displayed or incorrect
Incorrect season code on master or inner carton
Description does not match item
PO and carton count not displayed on carton
Master and inner cartons contain mixed items

Re-used Cartons
No cartons used

Merchandise & Packaging Violations

Pack change w/o notification
UPC not on file
SKU not file
SKU ticketed incorrectly
SKU bar-coded incorrectly

SKU description incorrect

Cross Dock

Orange cross dock labels not present
Master packing lists not supplied on last pallet

ASN

ASN received late
No ASN for shipment
Incorrect ASN Data
ASN does not match contents
No GS1-128 labels
Incorrect or unreadable GS1-128 labels
Labels applied incorrectly

Drop Shipment Violations

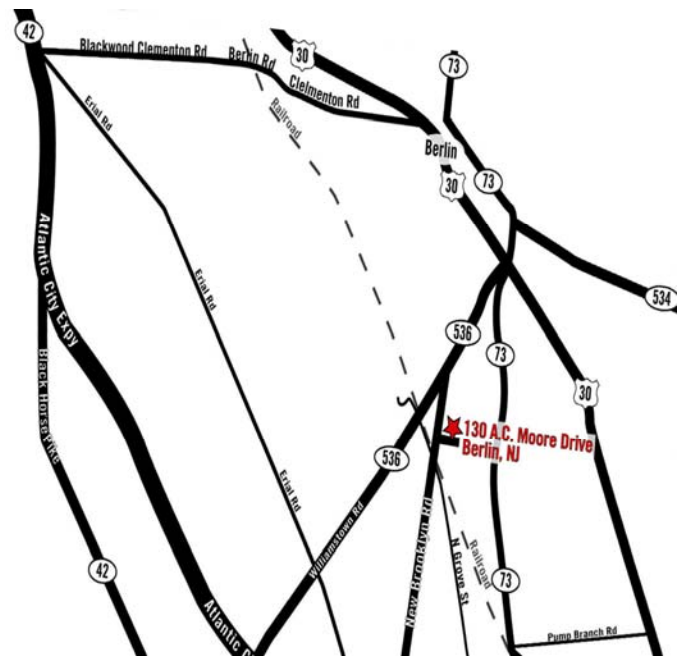
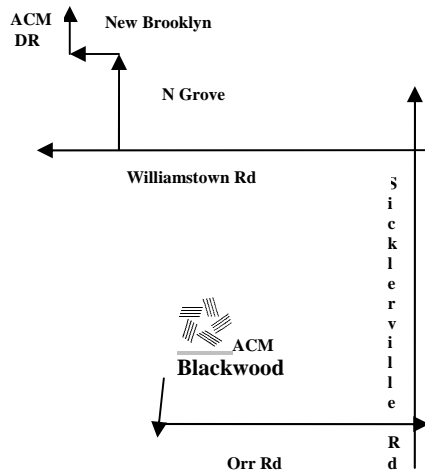
Cartons not numbered
Packing list not on outer carton
Mixed POs contained in carton(s)
Packing list details multiple POs
Back order shipment

Contact Information

A.C. Moore requests that email be utilized as the primary method of communication when contacting a department.

Department	Contact	Email	Ext
Accounts Payable	Donna Sperling	dsperling@acmoore.com	111
Co-Op	Carrie Anderson	canderson@acmoore.com	233
Distribution	Charlie Hynes	chynes@acmoore.com	266
EDI	Eric Gower	egower@acmoore.com	282
Finance	Phillip Brunozzi	pbrunozzi@acmoore.com	261
IT	Helpdesk	johnr@acmoore.com	611
Marketing	Barbara Seman	bseman@acmoore.com	268
Merchandising	Lisa Woolston	lwoolston@acmoore.com	167
Open Buying Day		openbuyingday@acmoore.com	101
Plan-o-gram	Lisa Seiple	lseiple@acmoore.com	131
Re-Buying	Mike McMahon	mmcmahon@acmoore.com	341
Store Operations	Jason Erney	jerney@amoore.com	386
Training & Development	Rebecca Kowalewicz	rkowalewicz@acmoore.com	388
Transportation	Bob Senft	bsenft@acmoore.com	278
Vendor Support	Eric Gower	vendorsupport@acmoore.com	282
Website	Michelle Ricacho	micheller@acmoore.com	383

Directions to the Distribution Center



From Atlantic City (via AC Expressway)

➡ Exit at #38 [RT 536 Sicklerville & 322 Williamstown). At top of exit make a right onto Williamstown Rd and proceed north 3.5 miles. Turn right onto N. Grove Street [a tool rental store on right]. Take to stop sign and turn left onto New Brooklyn Road and proceed 200 feet. Make a right onto AC Moore Drive.

From Exit 4 NJ Turnpike

➡ Exit # 4 and proceed to Route 73 South for about 14 miles. Exit at Spur 536 Williamstown [directly after cloverleaf for Route 30]. Just past 2nd traffic light make a left onto New Brooklyn Road. Proceed $\frac{3}{4}$ miles and make a left onto AC Moore Drive.

Entrance, Driveway & Parking



When entering the facility, **trucks** will do so immediately after the stop sign, via the **first right** and **all cars** will enter from the **second right**. Visitors may park in any parking space.

Import Shipping Requirements

Vendors that import merchandise to A.C. Moore are required to follow the carton marking requirement guidelines stated on pages [18](#) of this manual in conjunction with the specifications below.

Container and Purchase Order Identification

All import merchandise sent to A.C. Moore must have a load manifest document specific to each container. The document must outline the following information.

- Container number and size
- Purchase order
- Vendor/Shipper
- Consignee
- Total number of cartons for each item number
- Gross and net weight for each items total number of cartons

Import bookings:

All import shipments that are to be booked must have the following information available at the time the container(s) is booked with the freight forwarder.

- **Manufacturers** name and address
- If a container is loaded at the factory site the name and address must be provided
- Country of origin
- Harmonized tariff number

Shipping Mark and Season Mark

- Each Master Shipping Carton must have the AC Moore SHIPPING MARK and SEASON MARK on the Front, Back, and both sides of the carton.
- Each Inner Carton must have the SEASON MARK on the Front, Back and both sides of the carton.
- The SELLING year is also printed below the SEASON MARK.

Season Marks



SPRING
<YEAR>



VALENTINE
<YEAR>



ST. PAT
<YEAR>



EASTER
<YEAR>



PATRIOTIC
<YEAR>



FALL
<YEAR>



HALLOWEEN
<YEAR>



CHRISTMAS
<YEAR>



<YEAR>

A.C. Moore Shipping Mark



BERLIN, NJ
MADE IN CHINA

FRONT SHIPPING MARK

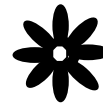
FOR MASTER CARTON

(Front & Back)

PURCHASE ORDER NO. :
TO : A.C.MOORE
130 A.C. MOORE DIRIVE,
BERLIN NJ 08009
USA
ITEM NO. :
QUANTITY:
MADE IN CHINA
CARTON NO. : 1 - ___ of ___



BERLIN, NJ
MADE IN CHINA



SPRING
2009

*SAMPLE
ONLY*

SIDE SHIPPING MARK

FOR MASTER CARTON

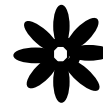
(Both Sides)

ITEM NO. :
DIMENSIONS:
GROSS WEIGHT:
NET WEIGHT :

L x W x H (FT)
LBS
LBS



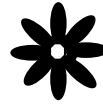
BERLIN, NJ
MADE IN CHINA



SPRING
2009

INNER BOX or POLY BAG MARKING

ITEM NO. :
QUANTITY:
MADE IN CHINA



SPRING
2009

Vendor Profile

Date

Vendor Number



For Office Use Only

Imaging No:
 Pro
 Y Y M M D D

Vendor Prefix
 3 Letter Code

Print 1099
 Yes No

PLEASE TYPE OR PRINT INFORMATION

Vendor Information			
Vendor Company Name	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
Contact Name	<input type="text"/>	Title	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Tax Information			
W-9 Completed	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
1099 Tax ID #	<input type="text"/>		

Payment Information			
Invoice Payment Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>
Or Factor	<input type="text"/>		
PO Mailing Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>
If Different	<input type="text"/>		

Payment Terms				
Regular Orders	<input type="text"/>	%	<input type="text"/>	Days/Net
New Store Orders	<input type="text"/>	%	<input type="text"/>	Days/Net
Seasonal Orders	<input type="text"/>	%	<input type="text"/>	Days/Net
Freight Allowance	Yes <input type="checkbox"/>	<input type="text"/>	No <input type="checkbox"/>	% <input type="text"/>
Defective Allowance	Yes <input type="checkbox"/>	<input type="text"/>	No <input type="checkbox"/>	% <input type="text"/>

Buyer's Use Only: Vendor Designation

Direct to Store

Warehouse

Cross-dock

Import

Buyer's Use Only: Testing Vendor Product?

Is this vendor testing product? Y N

If Yes, in how many stores?

PLEASE NOTE: SEE ROUTING GUIDELINES PRIOR TO SHIPPING

Shipping Information			
Freight Terms	Collect <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
	Prepaid <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Shipping Point of Address	<input type="text"/>		
Lead Time-Days from Receipt of Order to Ship Date	<input type="text"/>		
Vendor Traffic Contact	<input type="text"/>	Title	<input type="text"/>
Phone #	<input type="text"/>		

Product Information			
Warranty	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
Damage/Defect Store will claim the cost of merchandise plus freight & plus 10% handling charge	<input type="checkbox"/>		
Return Authorization Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>

PLEASE TYPE OR PRINT INFORMATION

UPC Compliant	Yes		No	
Material Safety Compliant	Yes		No	
Certificate of Insurance	Yes		No	
EDI Capabilities	Yes		No	

Marketing Programs **

New Store Discount *	Yes		No		%
Basic Advertising	Yes		No		%
Seasonal Order Discount	Yes		No		%
New Product Insertion Discount	Yes		No		%
Ad Allowance	Yes		No		%
Markdown Allowance	Yes		No		%
Additional Advertising For Volume	Yes		No		
	%		\$		
	%		\$		
	%		\$		

The Purchase Order Terms & Conditions contained in the "Doing Business with A.C. Moore manual are incorporated herein

Order Information Policies

Minimum Order

Back Order Policy

Planogram Information

Planogram Software used	Yes		No	
If Yes, name of Software used	<input type="text"/>			
Provide actual size of each item	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			

Comments

Signature

Vendor

Signature

Print Name

Title

Date

Trade References

Plaid Enterprises
P.O. Box 7600
Norcross, GA 30091-7600
Ph (678) 291-8319
Fax (678) 291-8216

Coats & Clark's Sales Corp
P.O. Box 101611
Atlanta, GA 30392-1611
Ph (800) 253-1605
Fax (704) 329-5249

SBARS
14 SBARS Blvd
Moorestown, NJ 08057
Ph (856) 234-8220
Fax (856) 231-4693

Hanes Printables
P.O. Box 75025
Charlotte, NC 28275
Ph (800) 685-7557
Fax (336) 744-7881

Bank Reference

Wachovia Bank
Credit Information Exchange Department
P.O. Box 50015
Roanoke, VA 24040
Ph (540) 563-7363
Fax (540) 563-7331
Bank Contact - Dante Bucci, Vice President
Ph (856) 858-7687

Import Wire Transfer Payment Instructions

To: Our Import Vendors
From: Terri Coia, Sr. Accountant
Date: 5/24/05
RE: Terms for paying for imports through a wire transfer (T/T)

The company must provide to Terri, at least two weeks in advance of requesting payment, the following banking information:

The Beneficiary/Bank Account Name
The Bank Name
The Bank Address
The Bank Account Number
The Bank Swift or Chips Number

In order to receive prompt payment, you must fax copies of the following documentation, to the attention of Mary Mervine at (856)-753-4597:

- 1) Original Commercial Invoice
- 2) Packing List
- 3) Certificate of Origin
- 4) Freight Forwarders Receipt*

Upon reviewing this documentation with the sales confirmation and purchase order, I will transfer the funds to your account.

If you have any questions regarding this process, please call Terri Coia at ext. 351 (email terric@acmoore.com) or Mary Mervine at ext. 118 (email marya@acmoore.com) or fax correspondence to the above number.

*In most cases, the freight forwarder's receipt will be the agent(s) of our arranged consolidator/broker they are as follows:

CONSOLIDATOR:

Century Distribution Systems (HK) LTD., Inc.
Unit A2, 32/F., United Centre
95 Queensway, Hong Kong
Tel: (852) 2862-2400

BROKER:-1

Hellmann Worldwide Logistics
35 Fadem Road
Springfield, New Jersey 07081
Tel: (973) 258-0200

Hellmann Worldwide Logistics should be the notify party and the goods should be consigned to A.C. Moore, Inc. for all shipments.

A.C. Moore Vendor Acknowledgement

As an authorized representative/agent/officer of _____ (*Vendor*), I have read the principles and terms described in the *Doing Business With A.C. Moore* manual. I understand that my company's business relationship with A.C. Moore is based on our company being in full compliance with the terms and conditions contained in this document and that failure to comply may result in immediate cancellation of orders, penalties, demands for corrective action, or termination of business with A.C. Moore. I agree and acknowledge that the terms of this Manual are subject to change by A.C. Moore and any amendments, modifications and revisions shall be incorporated and adhered to by our company.

Signed on this _____ day of _____, 200__.

Authorized Signature

Name Printed

Title

Vendor Name: _____

Vendor Address: _____

Contact for Vendor Manual Updates: _____

Mailing Address: _____

E-Mail Address: _____

Phone: _____ Fax: _____

*Your prompt attention to returning this signed and completed form is appreciated. If A.C. Moore does not receive a signed form within 10 business days, all terms and conditions contained within the *Doing Business with A.C. Moore* manual will be deemed to have been unconditionally accepted.

Please mail completed form to:

**Vendor Support
130 AC Moore Dr
Berlin, NJ 08009**

Or

Fax completed form to 856-753-9569