

## 2- Merchandise Information

### Overview

This section outlines the general guidelines for new vendors, changes to vendor information, UPC usage, ticketing requirements, vendor requirements, PO requirements and product samples.

### New Vendor Package

The New Vendor Package (NVP) explains all of Anna's Linens buying policies and liability/insurance requirements. This package will be sent electronically and consist of:

- A Welcome Letter
- A current copy of the vendor Partner Guide (PG)
- A blank Vendor Setup Form

All documents provided in the NVP must be completed, signed, and returned to the appropriate parties.

Merchandising, Compliance, and Accounts Payable will review the documents. Once all of Anna's Linens requirements are met, the vendor will be authorized and added to Anna's Linens' Vendor File.

### Vendor Setup Form

Anna's Linens maintains a vendor database containing product, payment, systems, and contact information.

Contact information includes a primary contact person as well as contacts in sales, accounts receivable, logistics, and EDI. Each contact must include first and last name, address, phone, fax, and e-mail address. It is the responsibility of each vendor to ensure all information contained in this database is accurate by completing a Vendor Setup Form.

### Changes to Vendor Information

Request for changes to Vendor information must be documented on company letterhead and signed by an officer or principal of the company making the request. All changes must be received by Anna's Linens 14 days prior to their effective date. Changes may include, but are not limited to:

- Change in remittance address
- Start, change, or termination of a factoring relationship
- Change in company name
- Change in company ownership: If a change in ownership occurs and the new owner is not currently in our vendor file as an authorized vendor, the company will be considered a new vendor and will be required to complete a New Vendor Package (NVP).
- Change in legal structure
- Bankruptcy Filings
- Change in "Return to vendor" address
- Change in shipping address

The letter communicating changes must contain the following information:

- The company name as well as the Anna's Linens vendor number
- Statement of the change being communicated
- Signature of a vendor officer or principal

Changes related to factoring relationships must include:

- Written or e-mailed confirmation from the factor terminating the relationship.
- Written or e-mailed confirmation from the new factor (if applicable).
- Effective date and authorization to release payment to the new factor.

All changes are to be sent to the Compliance department at [compliance@annaslinens.com](mailto:compliance@annaslinens.com), or via fax at 714-460-2892 Attn: Vendor Compliance.

Anna's Linens reserves the right to hold payments pending receipt of this documentation if we are notified that payment/remittance information has changed.

**Floor Ready**

**UPC/Retail Ticketing Policies**

Tickets must be approved by the merchandising department for scan-ability prior to shipping of product. All tickets must follow Anna’s Linens Logo Guide Book. Private Label Vendors please contact our Merchandising/Advertising department at Suezanne.howard@annaslinens.com for the Anna’s Linens Logo Guide Book.

All merchandise must be received at Anna’s Linens’ warehouses and stores with a scannable UPC barcode attached to the merchandise, unless pre-authorized by Anna’s Linens.

**Ticket Requirements**

Merchandise must be pre-ticketed with the following:

Ticket Size – 1 5/8” x 1 5/8”

1. Retail price: Font Style/Size – Times New Roman 24 pt
2. Comparable price (where requested by Buyer) : Font Style/Size – Arial 6 pt
3. Item Description – 7pt
4. Anna's Linens 6-digit SKU number: Font Style/Size – Times New Roman 10 pt
5. Item description including size and color: Font Style/Size – Arial 7 pt
6. UPC code – (Barcode) 20 pt
7. Barcode numeric value – 10 pt
8. UPC Barcode and numeric value (combined) – 32 pt

**Sample UPC/Retail Ticket:**

**Note:** Arrow points to corresponding number with compliance specifications above



**Note:** The size and placement of the Ticket depends on the merchandise type and must be agreed to by Anna’s Linens.

**EAS Tags**

Electronic Article Surveillance (EAS) tags may be required for merchandise meeting certain size and cost thresholds. Determination of security tag requirements will be completed by Anna’s Linens’ buying staff and will be communicated to the affected partners accordingly.

**Approved EAS Ticket Providers**

Only the approved ticketing provider listed below can supply pre-printed or blank ticket stock with the Anna’s Linens Logo:

**For Existing Vendors**

Company	Contact	Phone	Fax	Address
Checkpoint Systems, Inc.	<b>Source Tagging Info. Center</b>	856-848-1800	856-384-1480	101 Wolf Drive Thorofare, NJ 08086

**For New Vendors**

Company	Contact	Phone	Fax	Address
JVS Security Solutions	<b>Jeff Lind</b>	800-771-4587	866-488-2368	18408 Eddy Street Northridge, CA 91325

## **Vendor Requirements**

All vendors must sign and complete the Notification and Acknowledgment form included in the introduction section of the Partner Guide. This form acknowledges the vendor's receipt, understanding, and willingness to comply with the Partner Guide (PG) requirements for a Certificate of Insurance, as well as the Terms and Conditions.

## **PO Requirements**

Anna's Linens' objective is to offer merchandise that presents value and is consistently in stock at a price to satisfy our customers. Vendors must verify the accuracy of, and adhere to, all data on all POs. If you have any questions regarding your PO, contact the Anna's Linens Planning and Allocation Department. In order to achieve our goal of having the right merchandise at the right time, we must ensure that our vendors ship the exact merchandise and quantities ordered on a PO. Listed in this section are ways we can achieve our goal:

- Vendor must be in receipt of a valid Anna's Linens PO, including a PO number, prior to shipping any product. The PO number must not be modified in any way.
- Terms and Conditions apply to all POs. The terms and conditions may be supplemented or amended by specific terms and conditions incorporated on a specific PO.
- Vendor must be aware of PO type, expected ship dates, cancel date, pre-paid or collect, ship to, bill to, or other conditions which may vary based on the source of the PO. Vendor must execute against the terms and conditions (including the ship to location on the PO) on each individual PO.
- For items not shipped complete, any open balance may be re-written with the appropriate discounts, and may be shipped direct to all stores at the vendor's expense.
- All new item costs are to be held for one calendar year after initial shipment.
- Any item developed exclusively for Anna's Linens must remain exclusive for a six (6) month period from first date of receipt. After that date, all additional retailers must be approved by Anna's Linens.

## **Changes to Product Information**

Any changes (i.e. to the pricing, product, discontinuation, UPCs, case packs, inner packs, product dimensions, shipping case dimensions, or packaging) must be stated in writing or e-mail and presented to the Buyer for approval.

## **Item Information**

Accurate item information is critical for Anna's Linens to service our customers and effectively manage inventory. This includes length, width, height, case pack and other required data. A scannable UPC must be securely attached or clearly printed on every item or item package. Anna's Linens recommends that you never reuse UPC codes. If it is unavoidable, you must wait a minimum of 48 months before re-using and notify Anna's Linens in advance.

## **Product Samples**

Product samples must be sent within three (3) business days of a Buyer's request. All samples must be clearly marked with the vendor item number, recipient's name, and/or description and price quote if available. All samples are to be shipped to the attention of the requesting person using the following address:

Anna's Linens  
Attn: Recipient Name  
3550 Hyland Avenue  
Costa Mesa, CA 92626

Anna's Linens will not pay for samples, shipping charges, import charges, or return samples (select sample returns can be done on a limited basis with the written pre-approval from a Buyer and call tags or package return label).