

# Quick Start Guide for New Vendors

What you need to know to get started. This guide only covers the basics and is not meant to be all-inclusive of our requirements. You **MUST** read the Vendor Compliance Kit.

## 1 Vendor Compliance Kit

Download the Vendor Compliance Kit from [www.SRVexchange.com](http://www.SRVexchange.com). It is required reading. You will need to follow all requirements in the kit.

## 2 Paperwork

Before we can place a purchase order, we need to receive your legal paperwork. Have your insurance company mail us a **Certificate of Insurance** naming us as covered under Broad Form Vendors Coverage. Send Vendor Relations a signed copy of the **Contract Agreement**, which is located in the Documents section of [www.SRVexchange.com](http://www.SRVexchange.com). The Terms section of the agreement will be prepared specifically for your company by your buyer. You can scan the complete contract and email it to [vendorinfo@calendarclub.com](mailto:vendorinfo@calendarclub.com) or fax it to 512-389-4002. Please also mail the original signed copy to:

Mailing Address: Calendar Holdings LLC, Attn: Vendor Relations, 6411 Burleson Road, Austin, TX 78744

## 3 Product Specs

Fill out the Product Data Spreadsheet (download from [www.SRVexchange.com](http://www.SRVexchange.com)) and email it to [vendorinfo@calendarclub.com](mailto:vendorinfo@calendarclub.com).

Every product must have: 1) A **barcode** (EAN or UPC) on the product. No exceptions; 2) US Retail **pricing** on the product (exception for items sold only on our website); 3) A standard, consistent **carton quantity** that will not change.

## 4 Product Images

We need images of every product. Images should be .jpg format, 800 pixels wide, 72-300 dpi, and named with the product barcode number. Email images to [images@calendarclub.com](mailto:images@calendarclub.com) or mail on CD to the address above.

## 5 Purchase Orders

You will receive an automated email when a PO is posted. You will need to download the PO from [www.SRVexchange.com](http://www.SRVexchange.com). Confirm all barcodes, prices, and data on purchase order. You are responsible for its accuracy.

## 6 Order Labels

Every order shipping to our distribution center is **REQUIRED** to have **carton labels**, ordered from and printed by us, adhered to each carton. Carton labels are unique to each PO and item, so you cannot copy labels or reuse prior labels. Order labels from [www.SRVexchange.com](http://www.SRVexchange.com). If you are drop shipping direct to our store(s), you do not need to use carton labels. You can also order **item price labels** from our website if your items are not pre-priced.

## 7 Shipping

You will need to make a shipping appointment on [www.SRVexchange.com](http://www.SRVexchange.com). Do this at least one business day **BEFORE** your shipment leaves. This is a **two-part** process, requiring confirmation from our Traffic Department. If you're shipping via UPS or Fed Ex you still have to make an appointment.

Once you have a confirmed appointment, print out the confirmation and attach to your packing slip. Attach the packing slip set to your shipment. Also, write the appointment # on your Bill of Lading.

If you are drop shipping direct to our store(s), you do not need to make a shipping appointment. If Calendar Holdings LLC is paying freight on your drop-ship PO, please contact our Traffic Department for shipping instructions.