



**TO: Our Valued Vendors**

**RE: New Vendor Compliance Manual**

We will be moving our warehouse facility in late Summer 2007 to the CCSG (Cornerstone Brands) warehouse in West Chester, Ohio. As a result, the requirements for ASNs and packaging will be changing. To ensure a smooth transition, all shipments as of April 15, 2007 will need to follow the new guidelines as stated in the enclosed manual. There will be no exceptions to the new guidelines, and we will be enforcing financial penalties for errors on shipments received after May 15, 2007.

**ELECTRONIC ASNs WILL BE REQUIRED FOR ALL SHIPMENTS  
REGARDLESS OF WEIGHT  
(including UPS shipments under 150 lbs.).**

Starting April 1, 2007 you must go to [www.ccsginc.com](http://www.ccsginc.com), click on "Improvements / Alsto's", then download, complete and email the ASN to the following address:

IM-ASN@ccsginc.com

**\*\*\* PLEASE NOTE FOR SHIPMENTS TO HDI's ROANOKE DISTRIBUTION CENTER:**

Section A on this ASN "self-populates", but Sections B & C do not. Therefore the **first sheet** of the ASN must be printed out, Section B & C filled-in, and then faxed to Hanover Direct at 540-561-7600; the **second sheet** must be emailed to CCSG at the above email address. This HDI process will only have to be done until the move is made; once at CCSG, the entire ASN will be emailed to CCSG. Please pay close attention to the "Ship To" address on future POs.

Please be aware this updated Compliance Manual will go into effect April 1, 2007.

The following areas will have the most dramatic changes:

- **Electronic ASN** and **use of ASN Creator**.
- **USE of UCC-128** Labels, and product labeling of each unit within the box.
- **NEW** Routing Guide effective with move to CCSG (check website for updates).

To make the transition from Hanover to the new facility as smooth as possible, the **NEW** labeling and packaging requirements will start with **orders shipped on and after April 15, 2007**. As we make this transition, it will be very important for vendors to pay close attention to the **"Ship To" address** on each PO as we will start diverting merchandise to the new facility (as soon as June 1, 2007).

Attached to each Compliance Manual is an Acknowledgement sheet which must be signed and faxed to Lynne Parent at 216-831-4026 by May 1, 2007. We have also included a Contact Sheet that needs to be filled out by the person at your company whom we would contact regarding any compliance issues. Please fax the sheet back along with the signed Compliance Manual Acknowledgement.